A Review of GAP Access

Sherry Schonauer & Kim Eck

March 15, 2023

Purpose of GAP Access

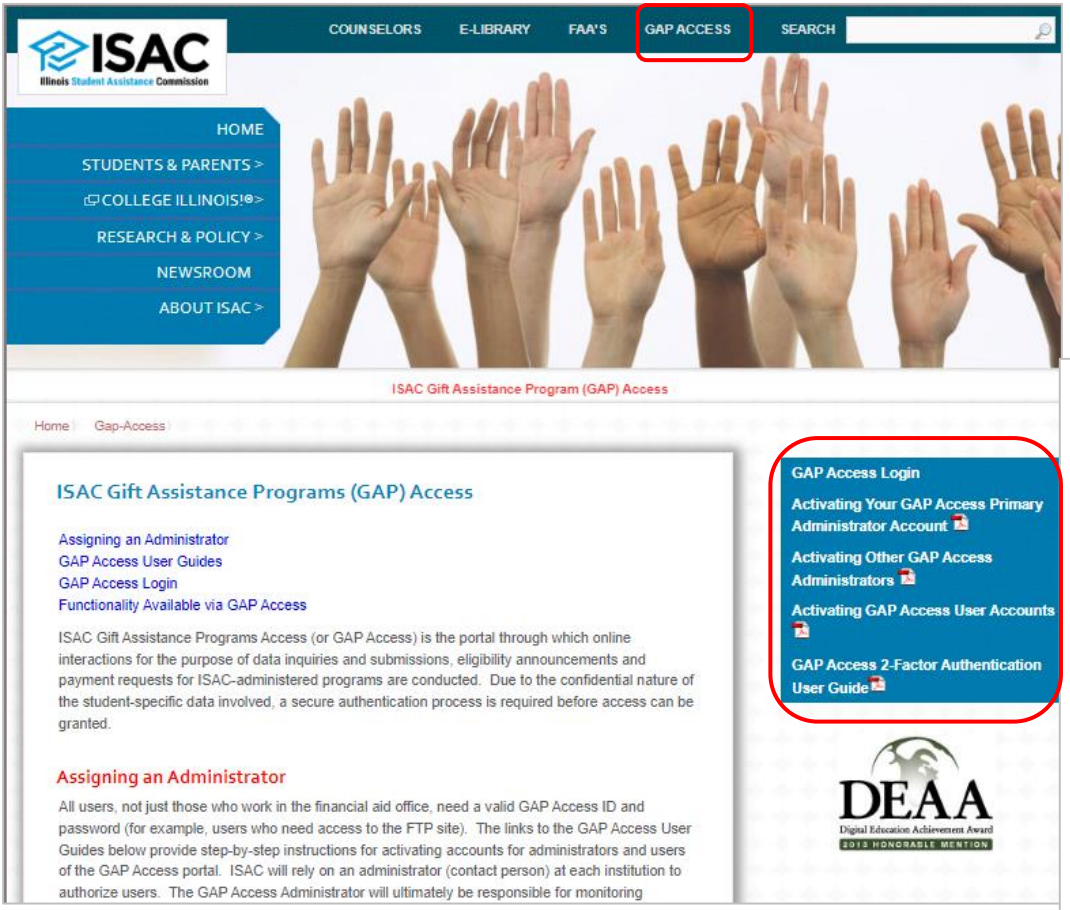
- ISAC Gift Assistance Programs Access – or GAP Access -- is the online portal through which most ISAC programs are administered
- The system allows administrative functions system as:
  - Data inquiries
  - Data submissions
  - Eligibility announcements
  - Payment request processing
  - Reporting
  - Program Reconciliation
- Due to the confidential nature of the student-specific data in GAP Access, a secure authentication process is required before access can be granted.

Getting Access to GAP Access

- ISAC relies on a Primary Administrator (contact person) at each institution to authorize users
  - The Primary Administrator is responsible for monitoring passwords and providing staff access
- The initial request for institutional access should be made by the Financial Aid Director or High School Principal
  - After completing the registration information, ISAC's School Services Department verifies the registration and sends confirmation emails to activate the account
  - Once a Primary Administrator account has been activated, other staff members may be given access
  - The Primary Administrator initially determines who needs access and may set up additional administrators

GAP Access Security

- All users need a valid GAP Access ID and password
  - Utilizes Two-Factor Authentication, a security measure that requires both a password and a single-use verification code
    - It is required every time an external user logs in to the GAP Access portal
  - One entry point is used to gain access to all programs to which a user has been granted access by their school's administrator
- As additional ISAC programs and functionalities are added to GAP Access, a school administrator must access the User Maintenance area and update the program access and level for each user
- A GAP Access User Guide provides step-by-step instructions for activating accounts for administrators and users of GAP Access

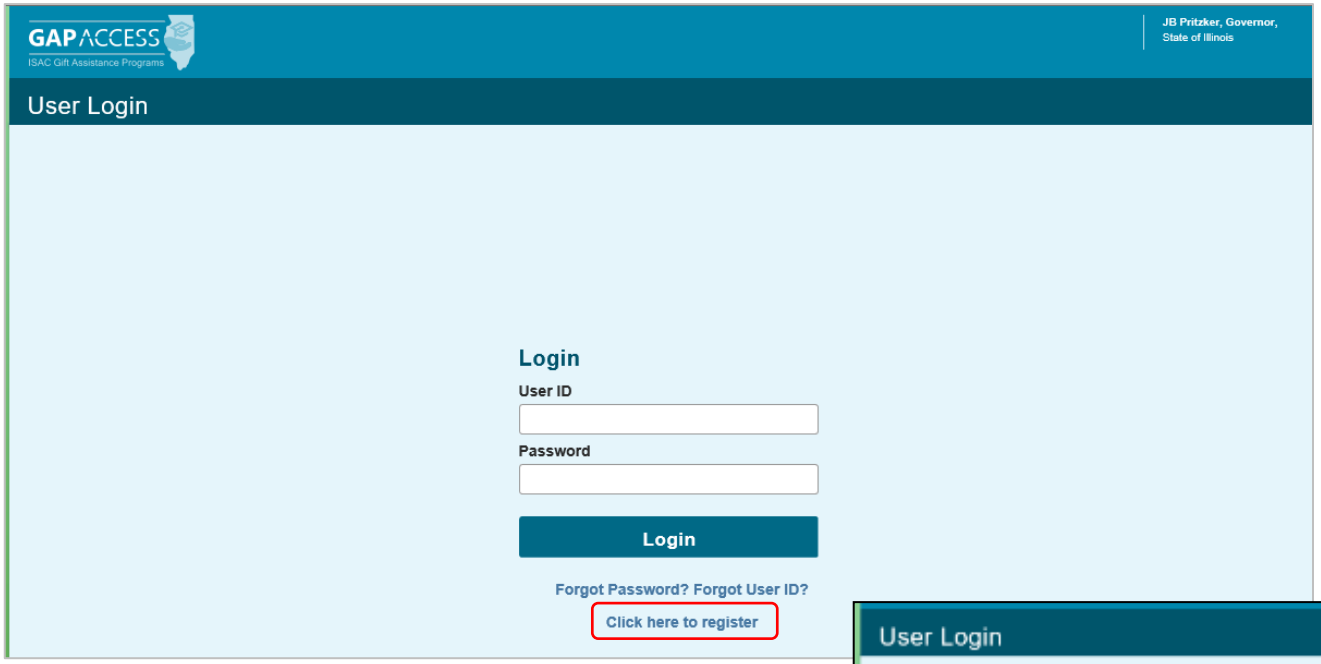


GAP Access User Guides

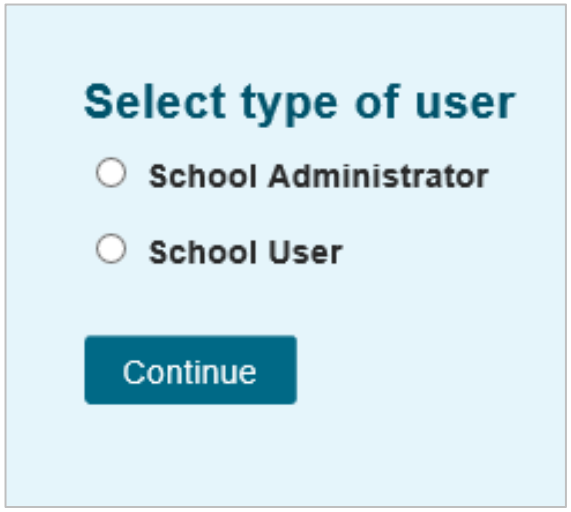
User Guides for all GAP Access functionality are below. General questions, user name and password maintenance, and technical information about GAP Access are answered in the Activating and Authentication User Guides.

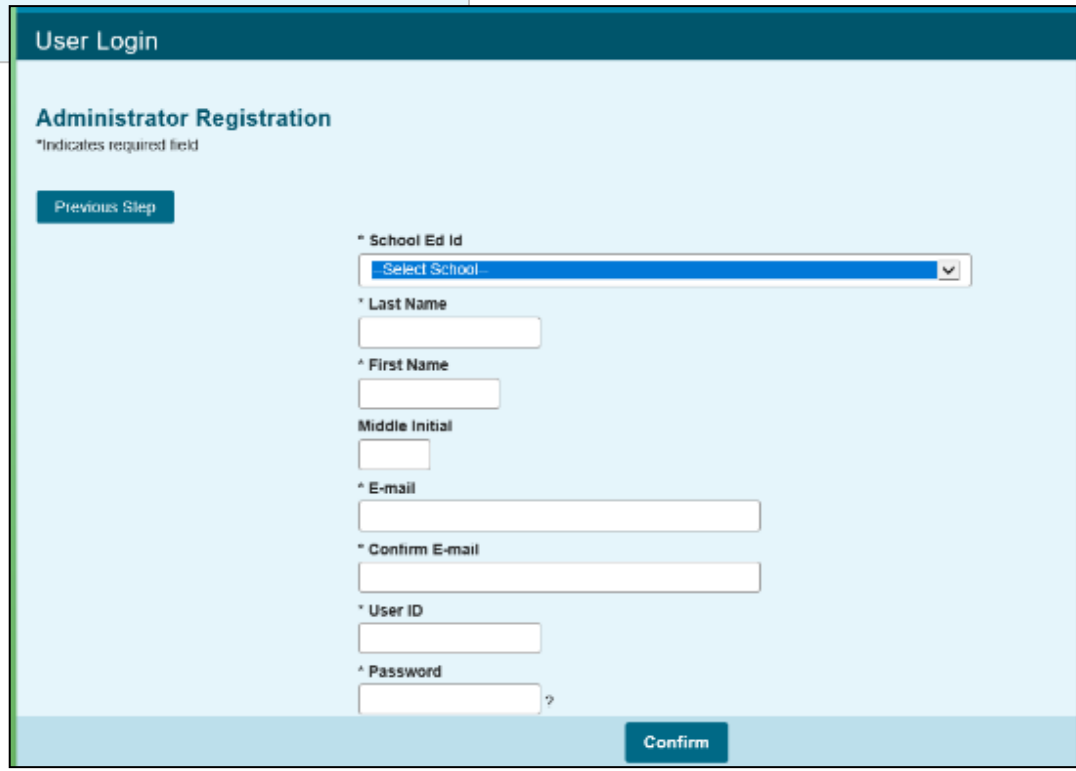
- Activating GAP Access User Accounts
- Activating Other GAP Access Administrators
- Activating Your GAP Access Primary Administrator Account
- AIM HIGH Data Collection
- Budget Reporting Process User Guide
- ECACE Scholarship Program User Guide
- Enrollment Status Verification for the Teacher Programs User Guide
- FAFSA Completion Initiative – Access and Agreement User Guide
- GAP Access Two-Factor Authentication User Guide
- GAP Access User Verification
- Golden Apple Scholarship User Guide
- ING Grant User Guide
- IVG Program User Guide
- MAP Advising Data Collection User Guide
- MAP Eligibility User Guide
- MAP Payment User Guide
- MIA/POW Scholarship Program User Guide
- MTI User Guide
- SETTW Certification Process User Guide
- SSP File Upload Guide
- SSP GAP Access User Guide

If you have a question about information that is not addressed in the Guides, contact a School Services Representative.

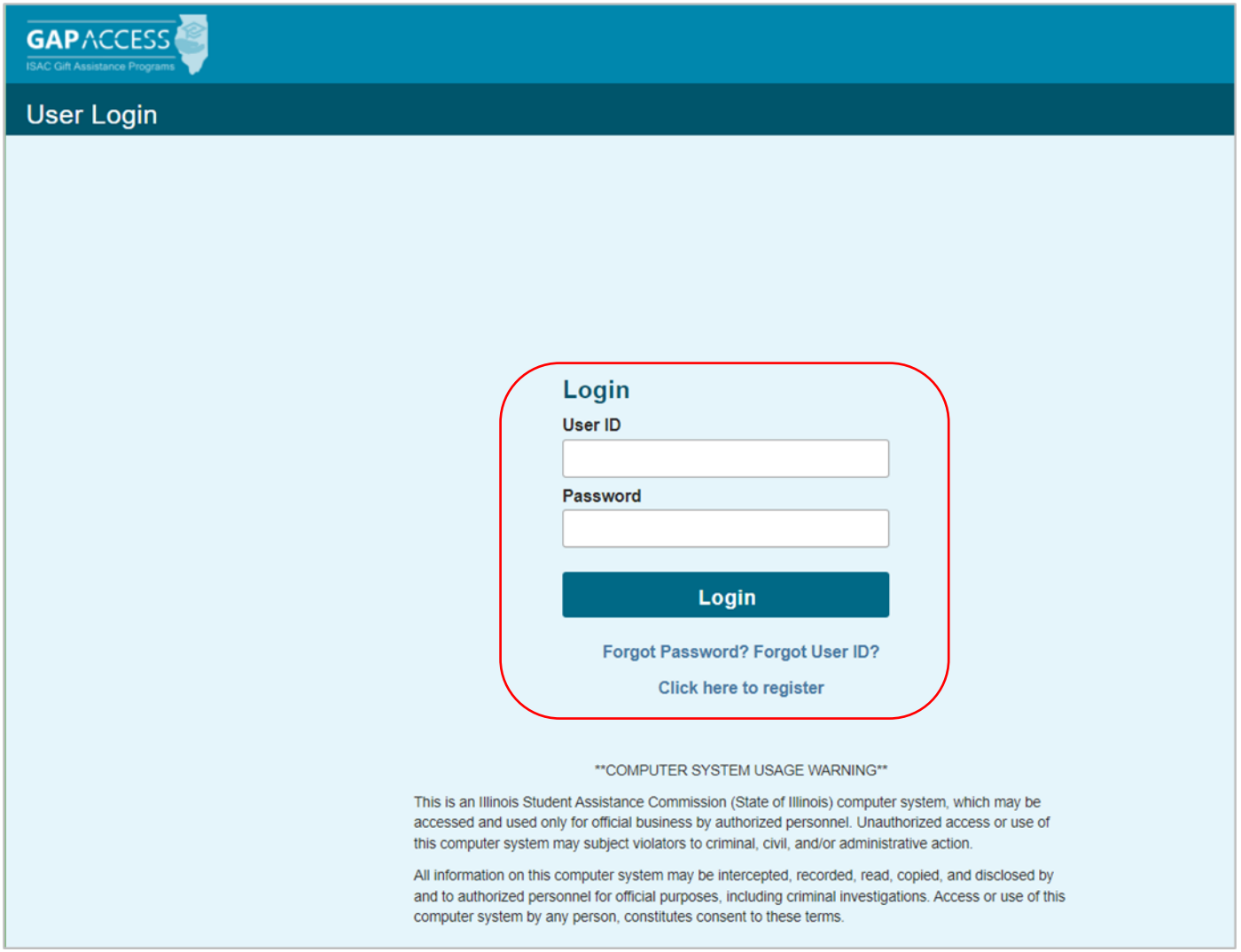

GAPACCESS
ISAC Gift Assistance Programs
JB Pritzker, Governor,
State of Illinois
User Login
Login
User ID
Password
Login
Forgot Password? Forgot User ID?
Click here to register

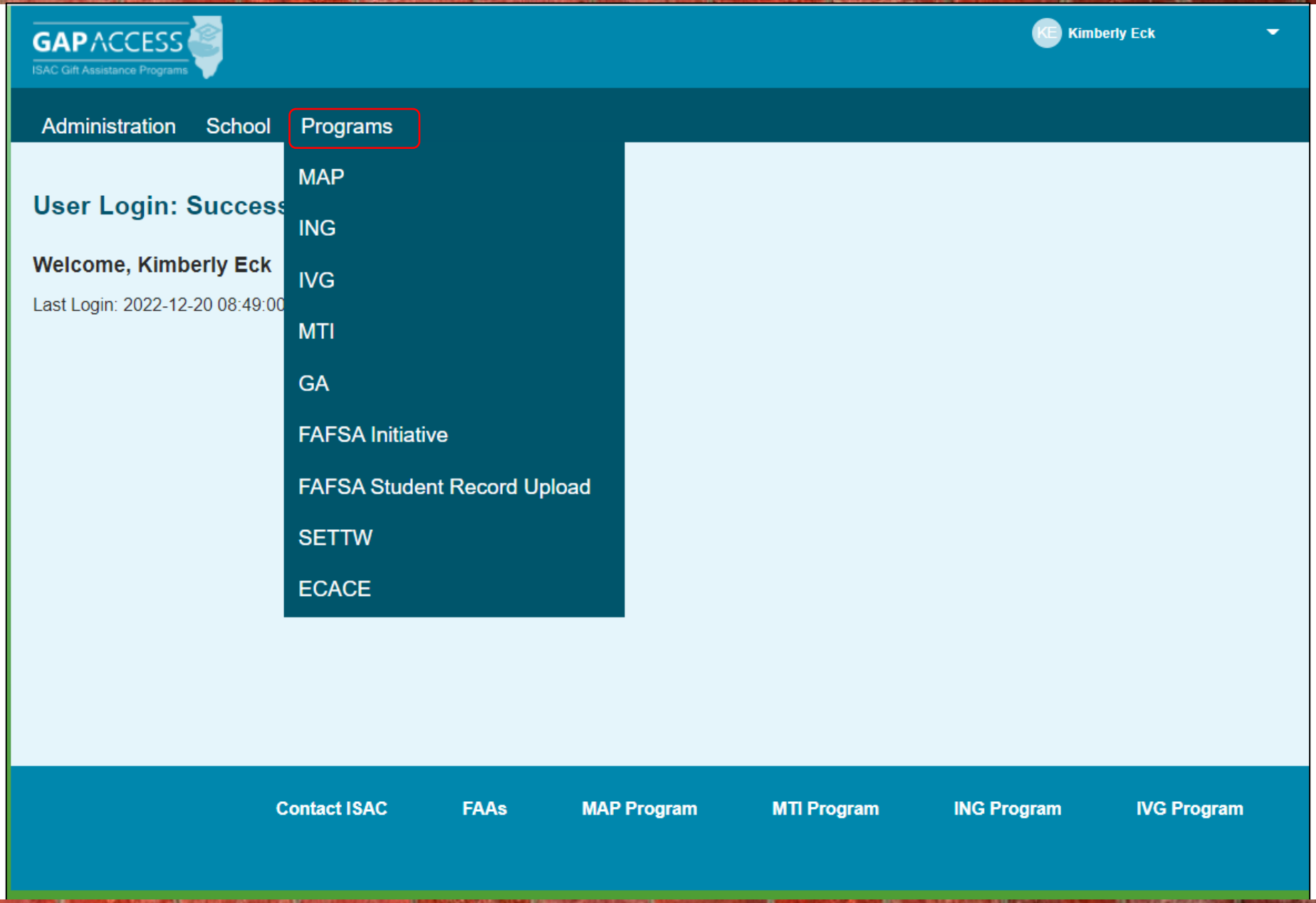
ILASFAA
PERKS


Select type of user
School Administrator
School User
Continue


User Login
Administrator Registration
*Indicates required field
Previous Step
* School Ed Id
-Select School-
* Last Name
* First Name
Middle Initial
* E-mail
* Confirm E-mail
* User ID
* Password
Confirm

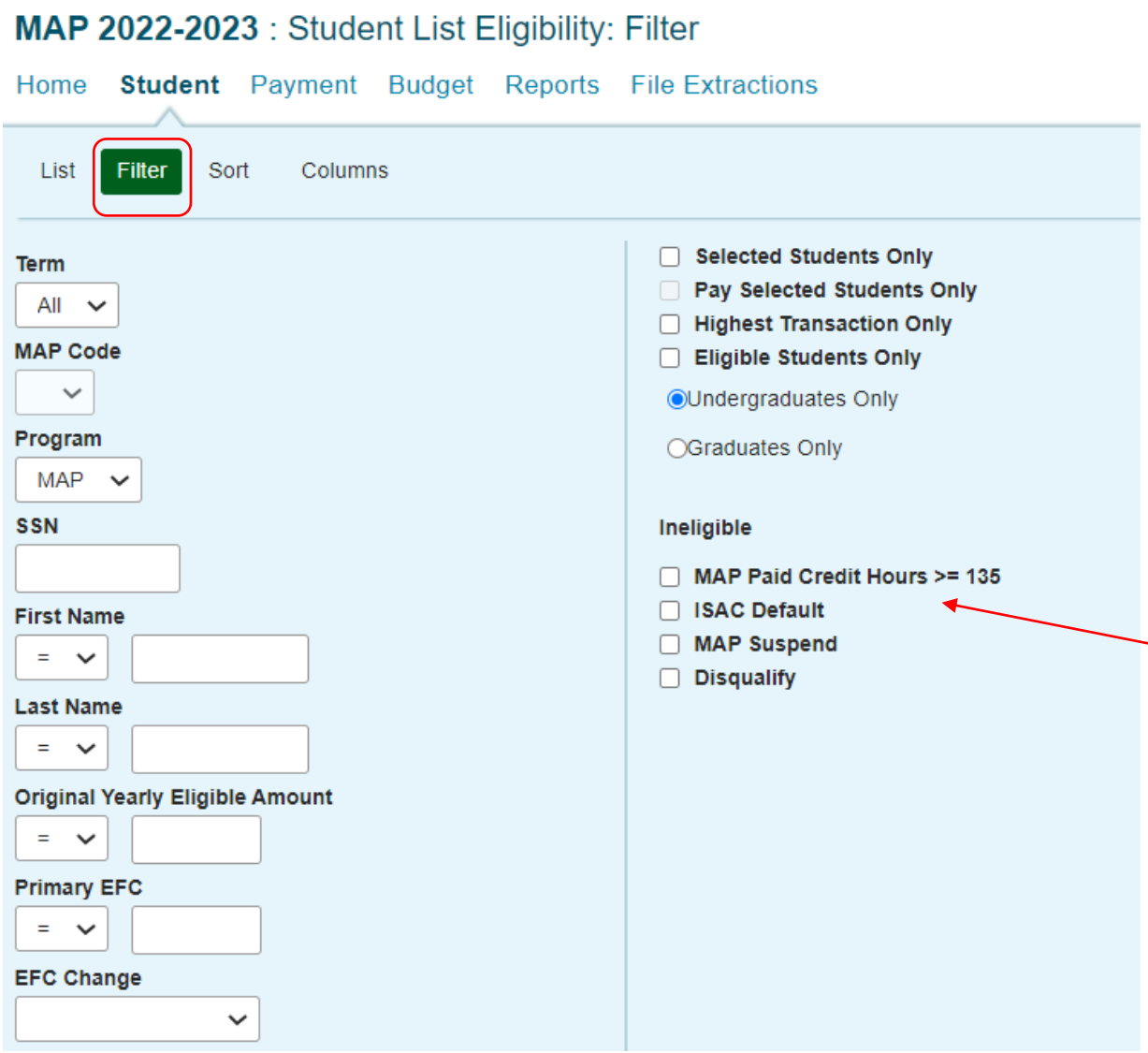
isacportal.isac.org



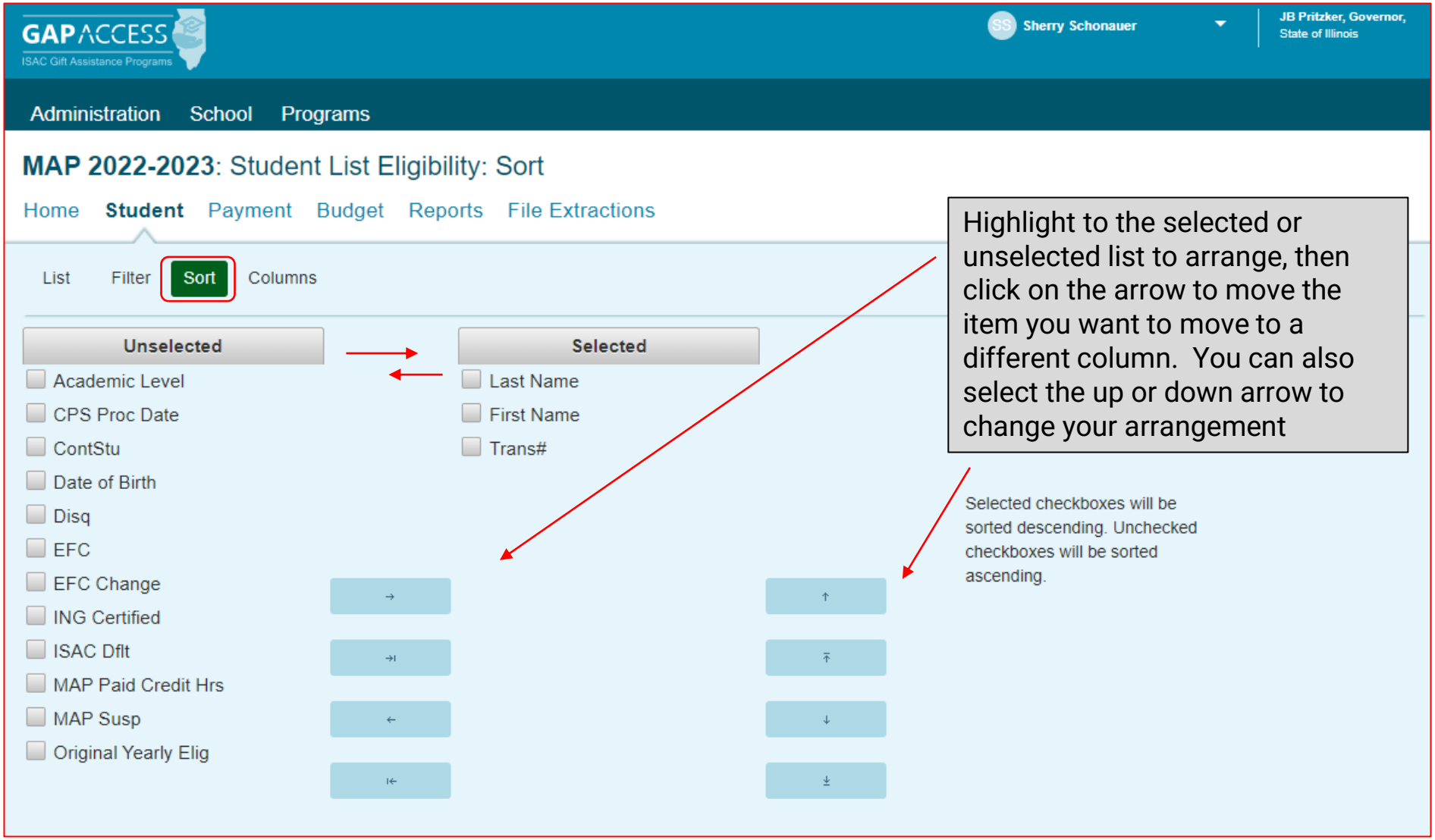

GAP ACCESS
ISAC Gift Assistance Programs
KE Kimberly Eck
Administration
School
Programs
MAP
ING
IVG
MTI
GA
FAFSA Initiative
FAFSA Student Record Upload
SETTW
ECACE
User Login: Success
Welcome, Kimberly Eck
Last Login: 2022-12-20 08:49:00
Contact ISAC
FAAs
MAP Program
MTI Program
ING Program
IVG Program

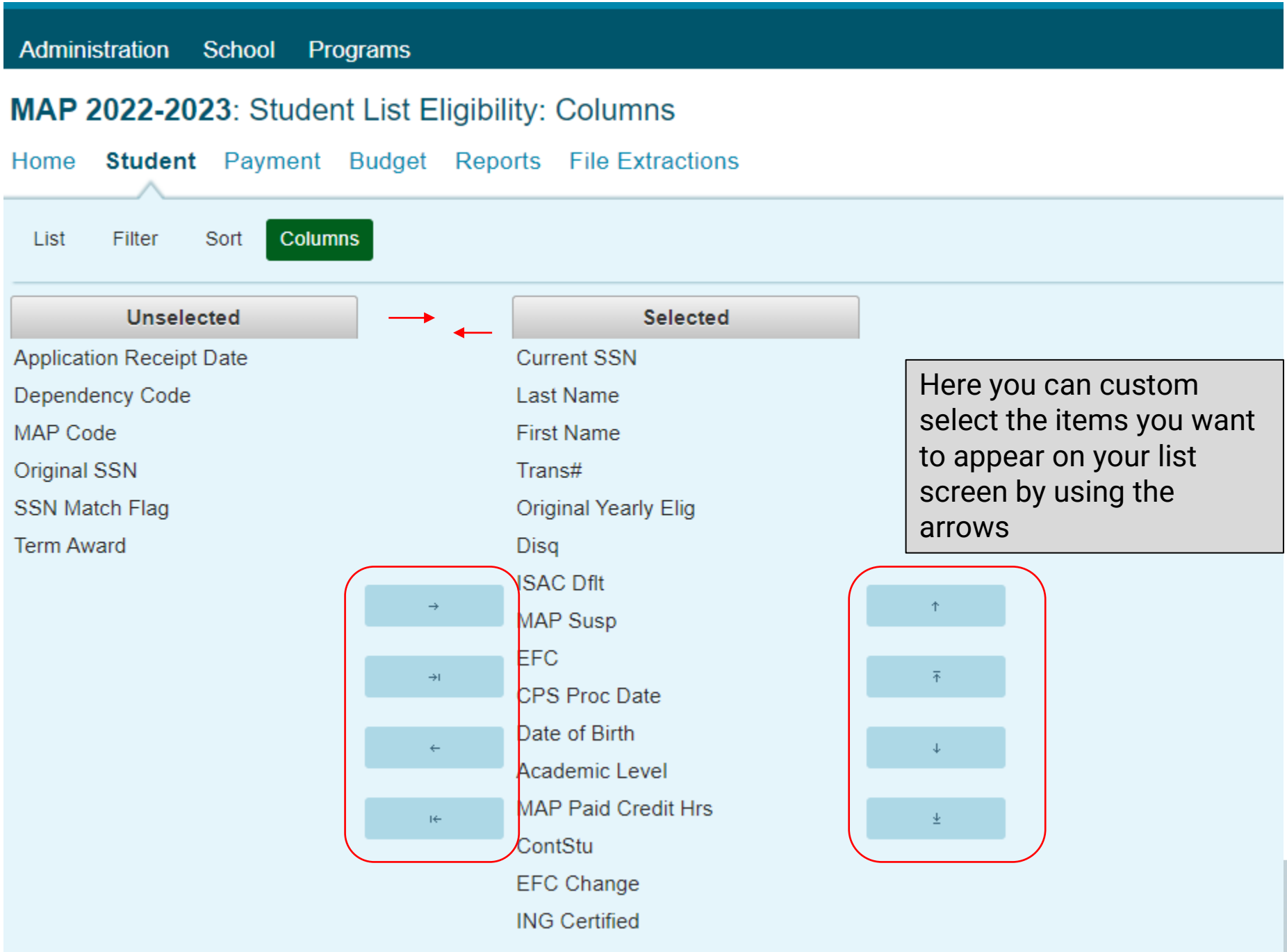
Common Features for all GAP Access Programs –Sort , Filter, Columns

- The Sort feature allows a school to designate the order in which the records will appear on your student list
  - Once you select your items you will click on list to see your results– Here are a few selections for choice
    - First and Last Name
    - Application Date
    - Certified Date
    - School Code
- The Filter feature allows you to designate the records you want to see on your list
  - Once you select your items you will click on list to see your results– Here are a few selections for choice
    - Single student using first or last name or both
    - Applicant start end date,
    - Eligible or declined status,
    - Ineligible students
- A Column feature allows a school to select columns that they may want to display on the student list eligibility
  - To add a column, highlight the item in the Unselected list and click on the arrow icon to move to the selected list
    - The columns can be removed or rearranged as needed
    - See the MAP Eligibility User Guide and MAP Payment Guide for more information
    - https://www.isac.org/gap-access/



Note: If multiple "ineligible boxes are checked, records will appear on the View screen only if all of the conditions are met.

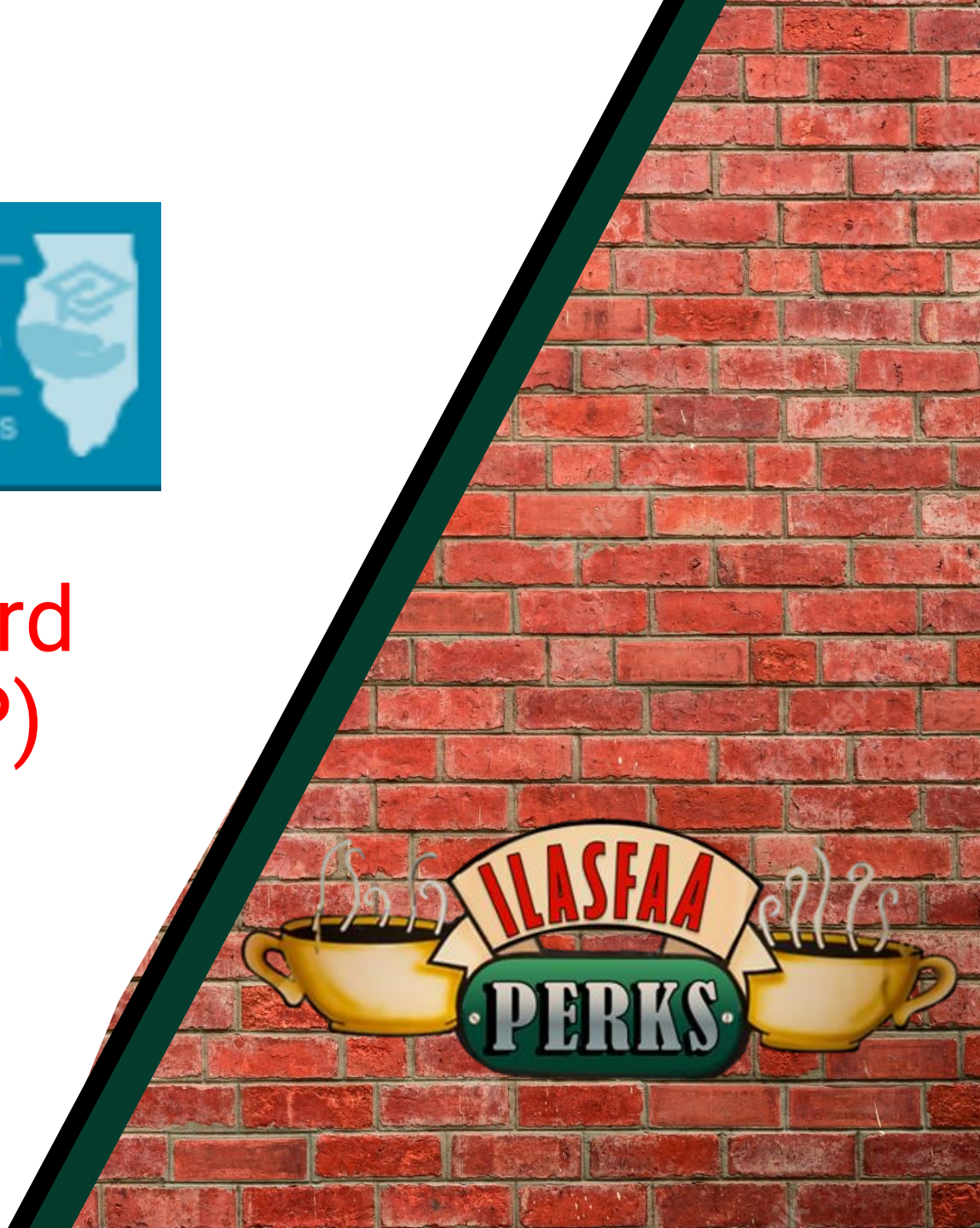

GAP ACCESS
ISAC Gift Assistance Programs
Sherry Schonauer
JB Pritzker, Governor, State of Illinois
Administration
School
Programs
MAP 2022-2023: Student List Eligibility: Sort
Home
Student
Payment
Budget
Reports
File Extractions
List
Filter
Sort
Columns
Unselected
Academic Level
CPS Proc Date
ContStu
Date of Birth
Disq
EFC
EFC Change
ING Certified
ISAC Dflt
MAP Paid Credit Hrs
MAP Susp
Original Yearly Elig
Selected
Last Name
First Name
Trans#
Highlight to the selected or unselected list to arrange, then click on the arrow to move the item you want to move to a different column. You can also select the up or down arrow to change your arrangement
Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.


Administration
School
Programs
MAP 2022-2023: Student List Eligibility: Columns
Home
Student
Payment
Budget
Reports
File Extractions
List
Filter
Sort
Columns
Unselected
Application Receipt Date
Dependency Code
MAP Code
Original SSN
SSN Match Flag
Term Award
Selected
Current SSN
Last Name
First Name
Trans#
Original Yearly Elig
Disq
ISAC Dflt
MAP Susp
EFC
CPS Proc Date
Date of Birth
Academic Level
MAP Paid Credit Hrs
ContStu
EFC Change
ING Certified
Here you can custom select the items you want to appear on your list screen by using the arrows

GAP ACCESS

ISAC Gift Assistance Programs

Monetary Award Program (MAP)



Monetary Award Program

ISAC imports ISIR data into the MAP system from the Central Processing System (CPS) on a daily basis

Data from students who indicated Illinois as their state of legal residence and who indicated an Illinois school choice on the FAFSA or Alternative Application is added to the school's database in the MAP system

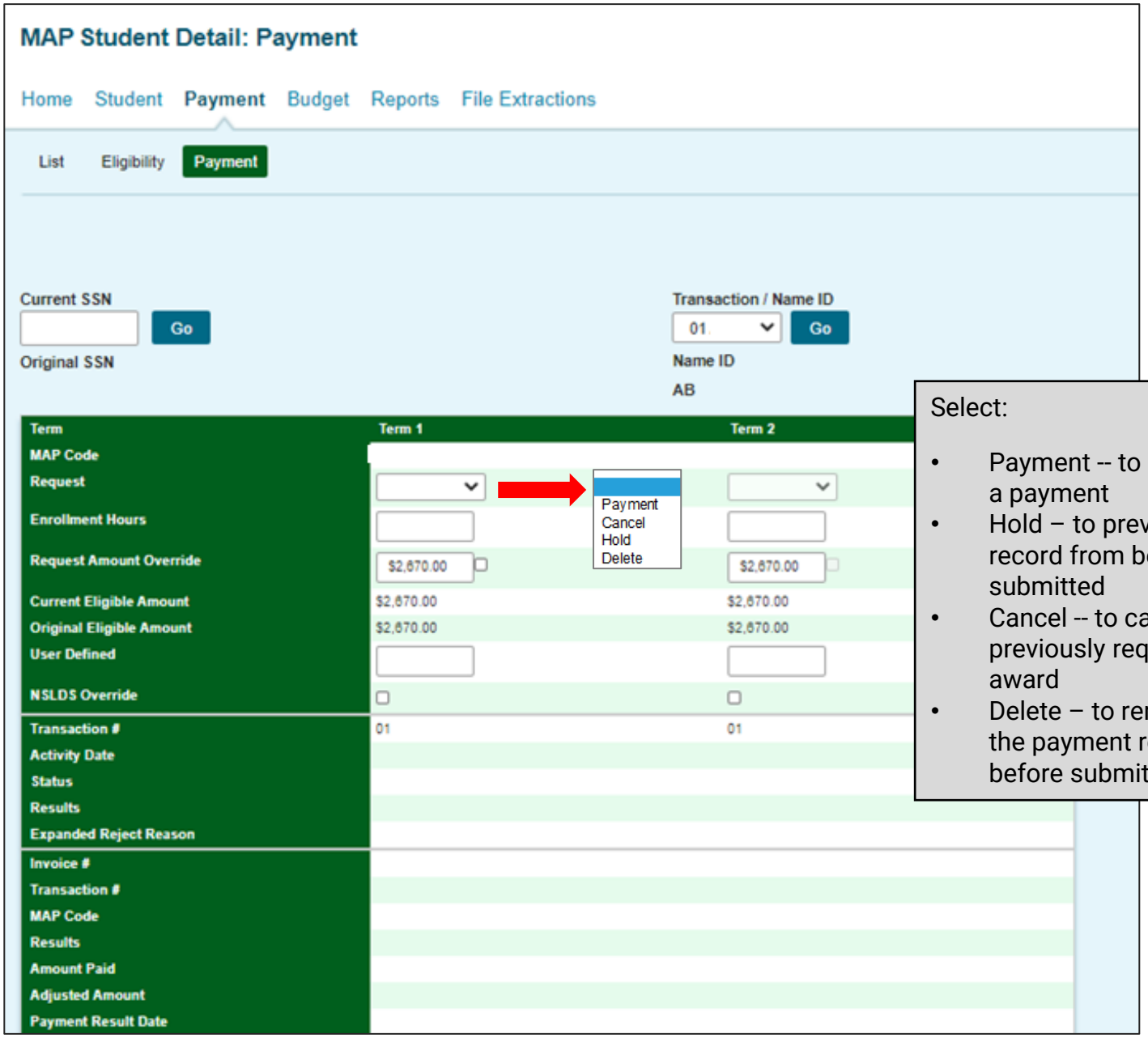
Financial aid administrators can view student eligibility data in GAP Access and use it to announce eligibility and submit payment claim requests to ISAC on behalf of eligible students

Student lists can be saved/exported into Excel and saved to your PC

Customized lists can be generated by using the Filter, Sort and Columns function in the MAP system

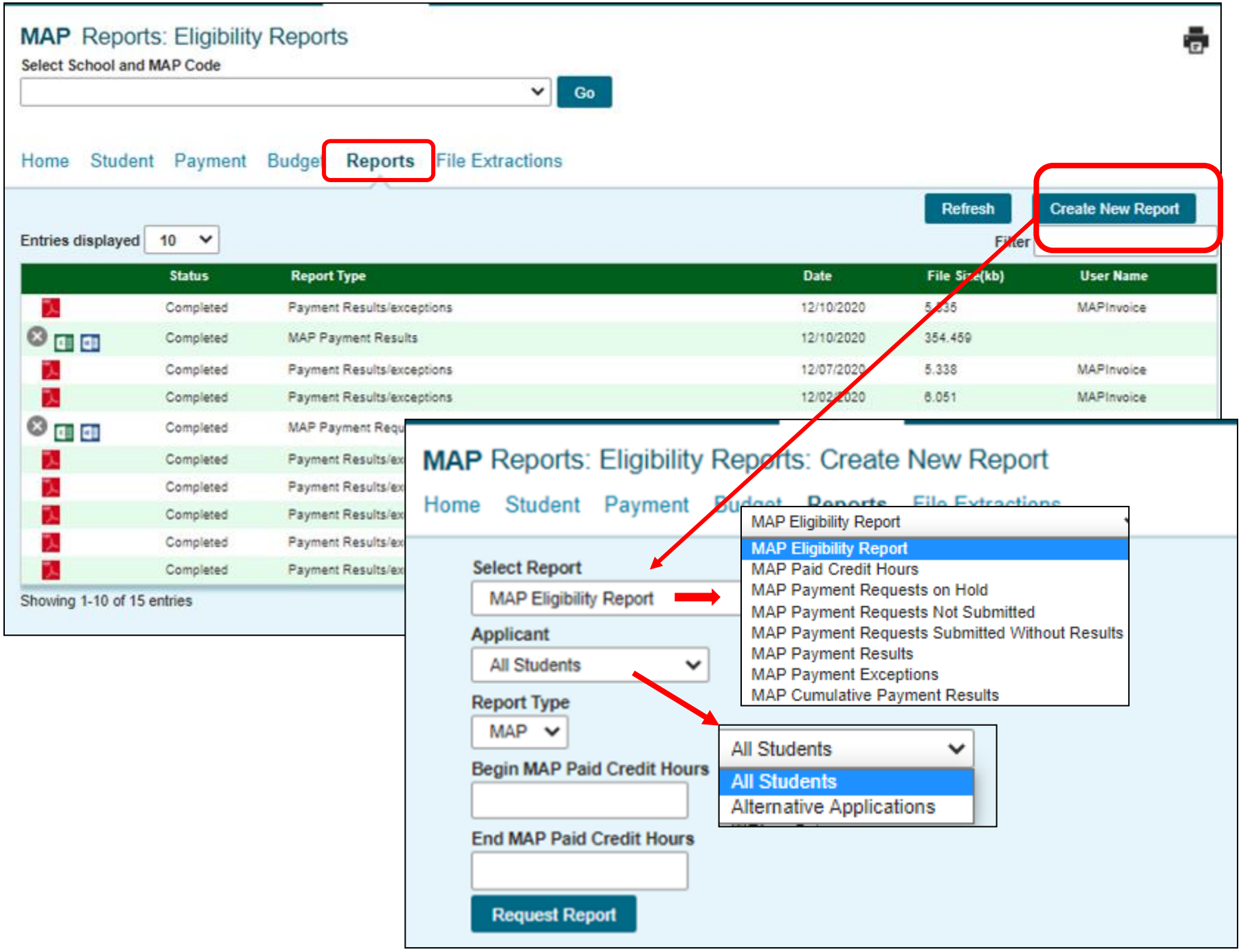
Customized reports can also be generated using the Reports functionality

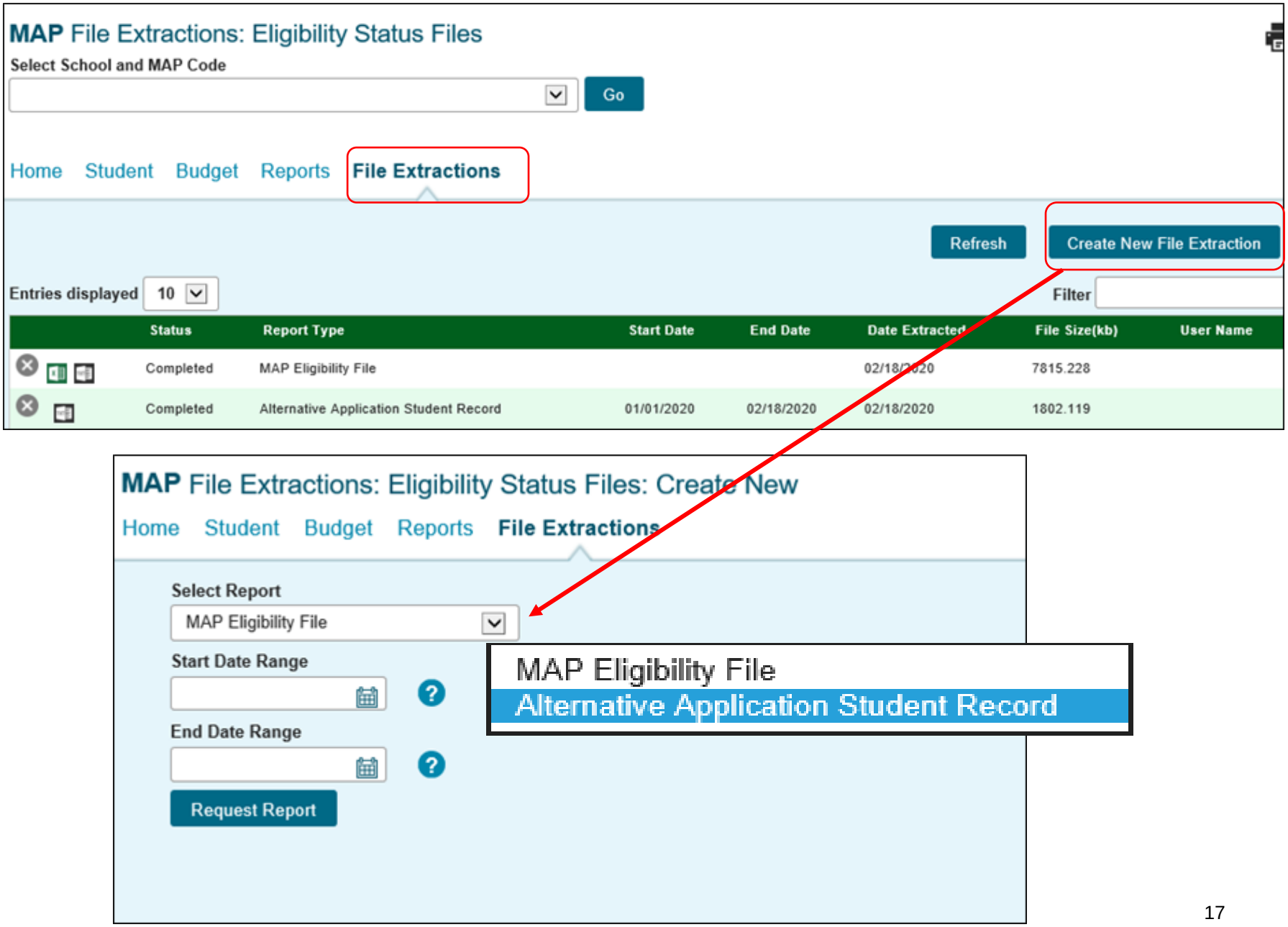
The MAP system is available each day between 7 a.m. and 10 p.m. (CT). Payment request records submitted by 7 p.m. will be included in that night's processing with results available the next business day.



Select:

- Payment -- to request a payment
- Hold – to prevent the record from being submitted
- Cancel -- to cancel a previously requested award
- Delete – to remove the payment request before submitting


MAP Reports: Eligibility Reports
Select School and MAP Code
Go
Home
Student
Payment
Budget
Reports
File Extractions
Refresh
Create New Report
Entries displayed
10
Filter
Status
Report Type
Date
File Size(kb)
User Name
Completed
Payment Results/exceptions
12/10/2020
MAPInvoice
Completed
MAP Payment Results
12/10/2020
354.459
Completed
Payment Results/exceptions
12/07/2020
5.338
MAPInvoice
Completed
Payment Results/exceptions
MAPInvoice
Showing 1-10 of 15 entries
MAP Reports: Eligibility Reports: Create New Report
Home
Student
Payment
Select Report
MAP Eligibility Report
Applicant
All Students
Report Type
MAP
Begin MAP Paid Credit Hours
End MAP Paid Credit Hours
Request Report
MAP Eligibility Report
MAP Eligibility Report
MAP Paid Credit Hours
MAP Payment Requests on Hold
MAP Payment Requests Not Submitted
MAP Payment Requests Submitted Without Results
MAP Payment Results
MAP Payment Exceptions
MAP Cumulative Payment Results
All Students
All Students
Alternative Applications


MAP File Extractions: Eligibility Status Files
Select School and MAP Code
Go
Home
Student
Budget
Reports
File Extractions
Refresh
Create New File Extraction
Entries displayed
10
Filter
Status
Report Type
Start Date
End Date
Date Extracted
File Size(kb)
User Name
Completed
MAP Eligibility File
02/18/2020
7815.228
Completed
Alternative Application Student Record
01/01/2020
02/18/2020
02/18/2020
1802.119
MAP File Extractions: Eligibility Status Files: Create New
Home
Student
Budget
Reports
File Extractions
Select Report
MAP Eligibility File
Start Date Range
End Date Range
Request Report
MAP Eligibility File
Alternative Application Student Record

GAP ACCESS

ISAC Gift Assistance Programs

Illinois National Guard (ING) Grant Program

Illinois National Guard Grant Program

When a student submits an ING Grant Application to ISAC, a record is added to the school's database in the ING system

The list can be viewed by the school on the ING Student List Eligibility View screen which displays in the same format as is used in the MAP program.

Colleges can then review eligibility and submit benefit requests for eligible applicants.

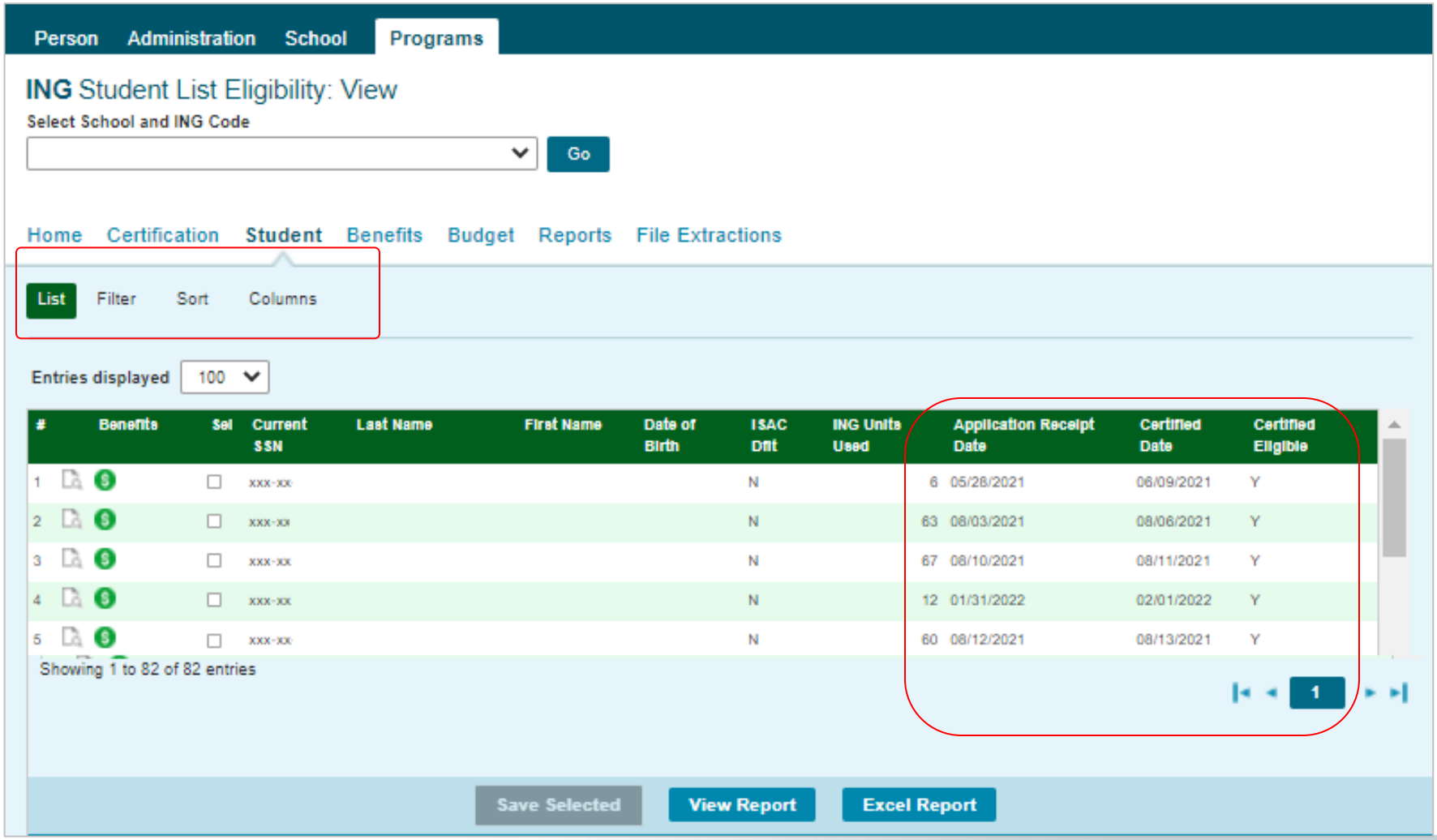
Student lists can be saved/exported into Excel and saved to your PC

Customized lists can be generated by using the Filter, Sort and Columns function in the ING system

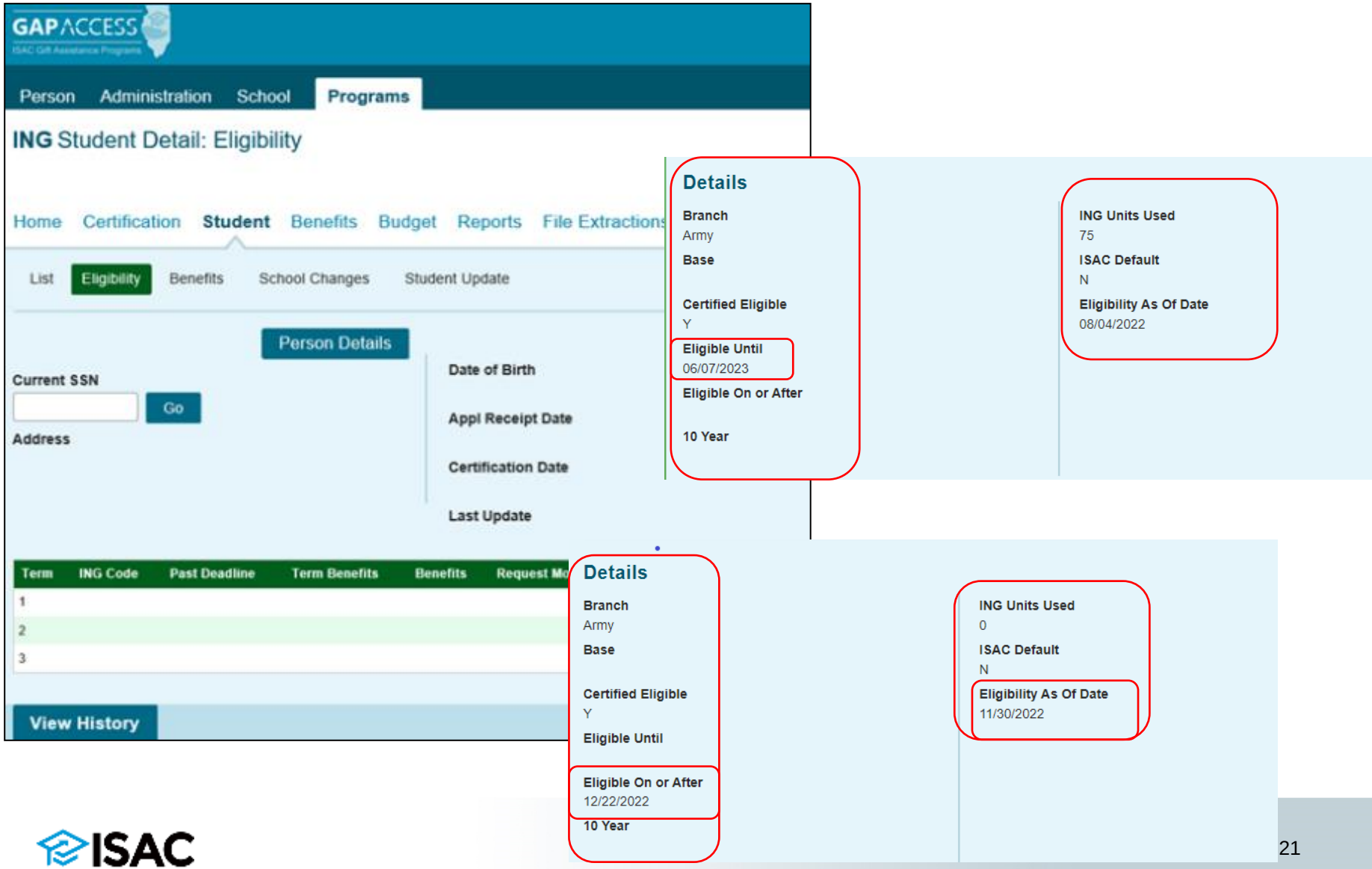
Customized reports can be generated using the Reports functionality

The ING Grant system is available each day between 7 a.m. and 10 p.m. (CT).

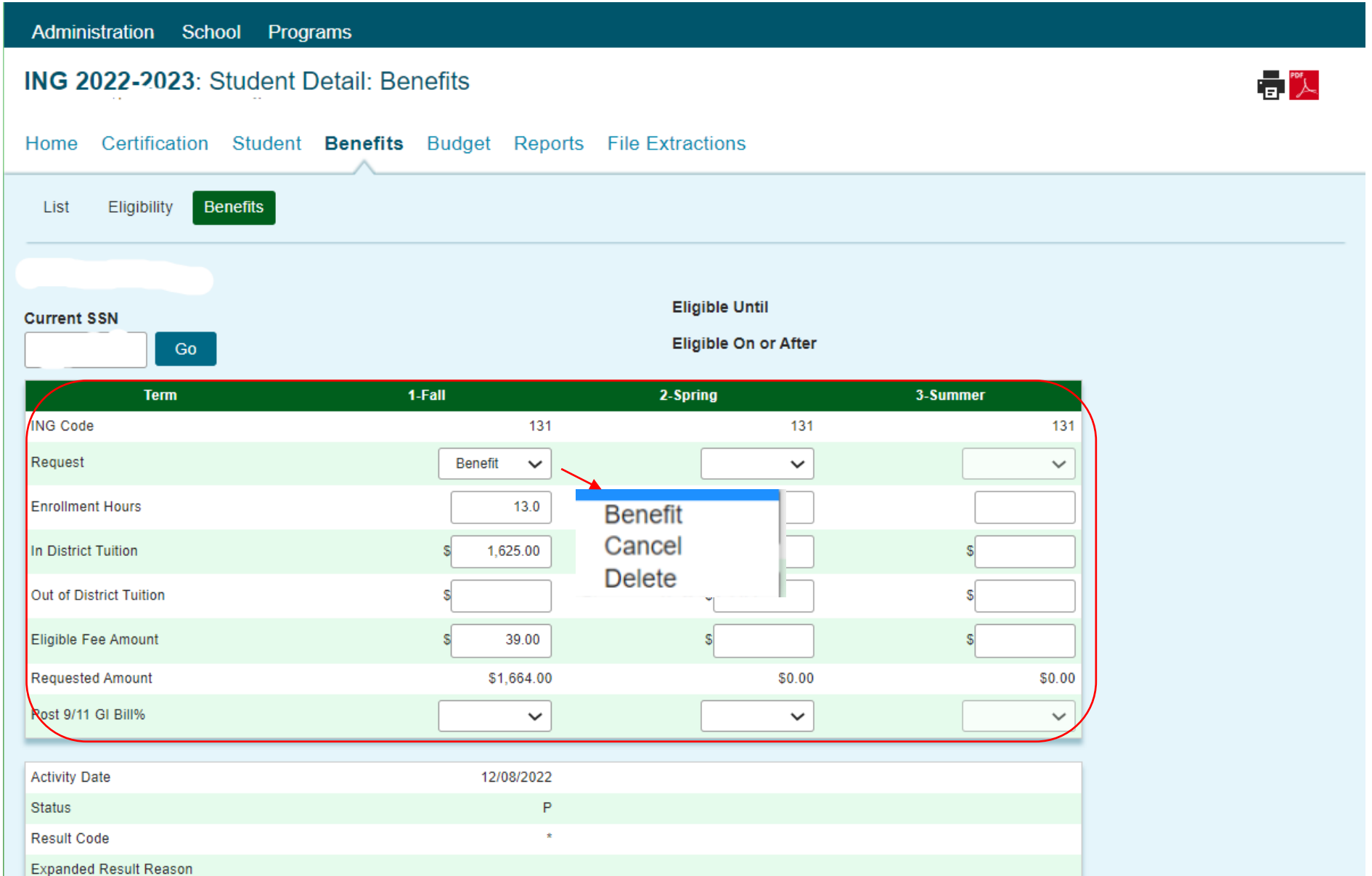
Student List Eligibility: View

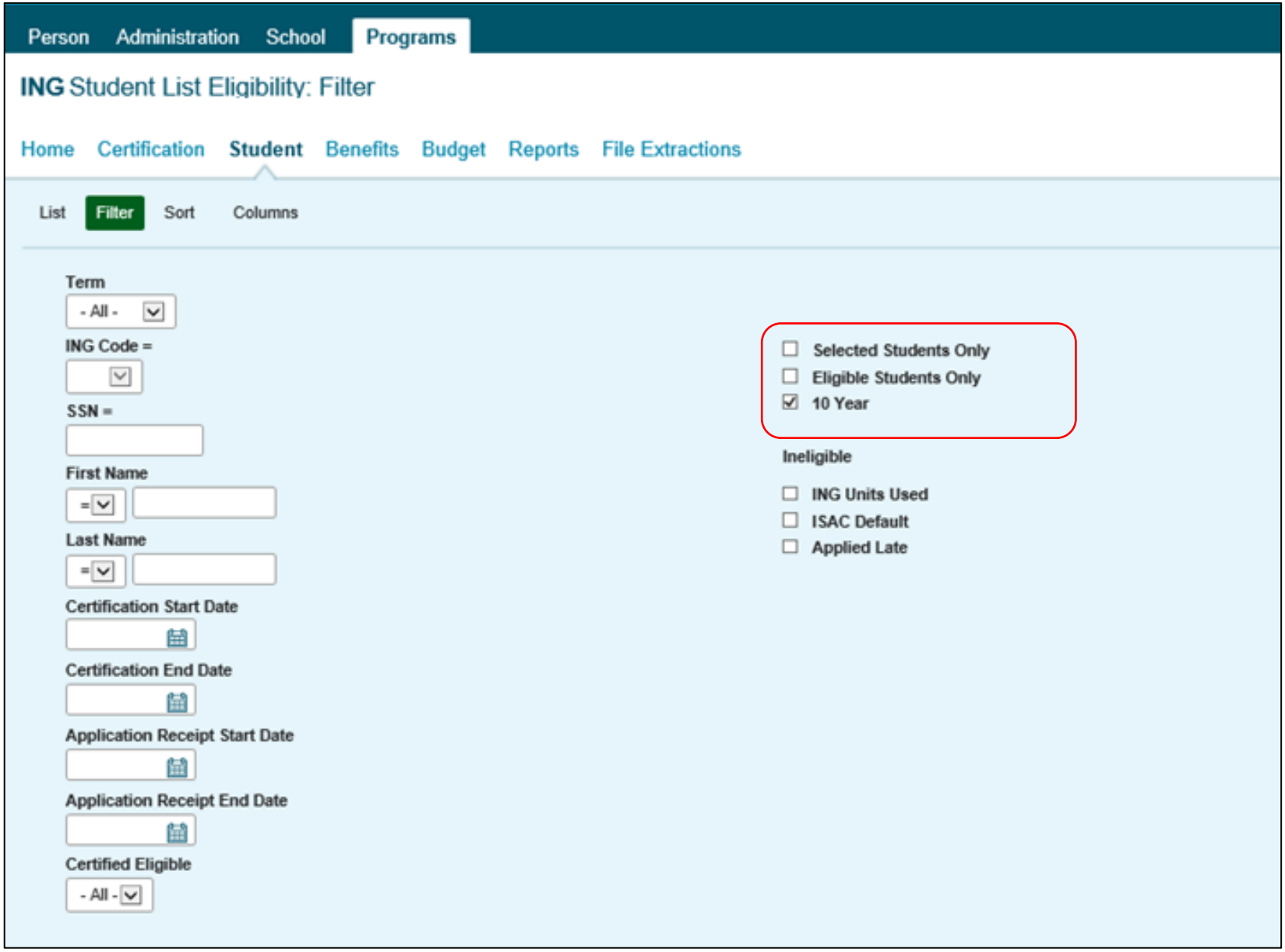


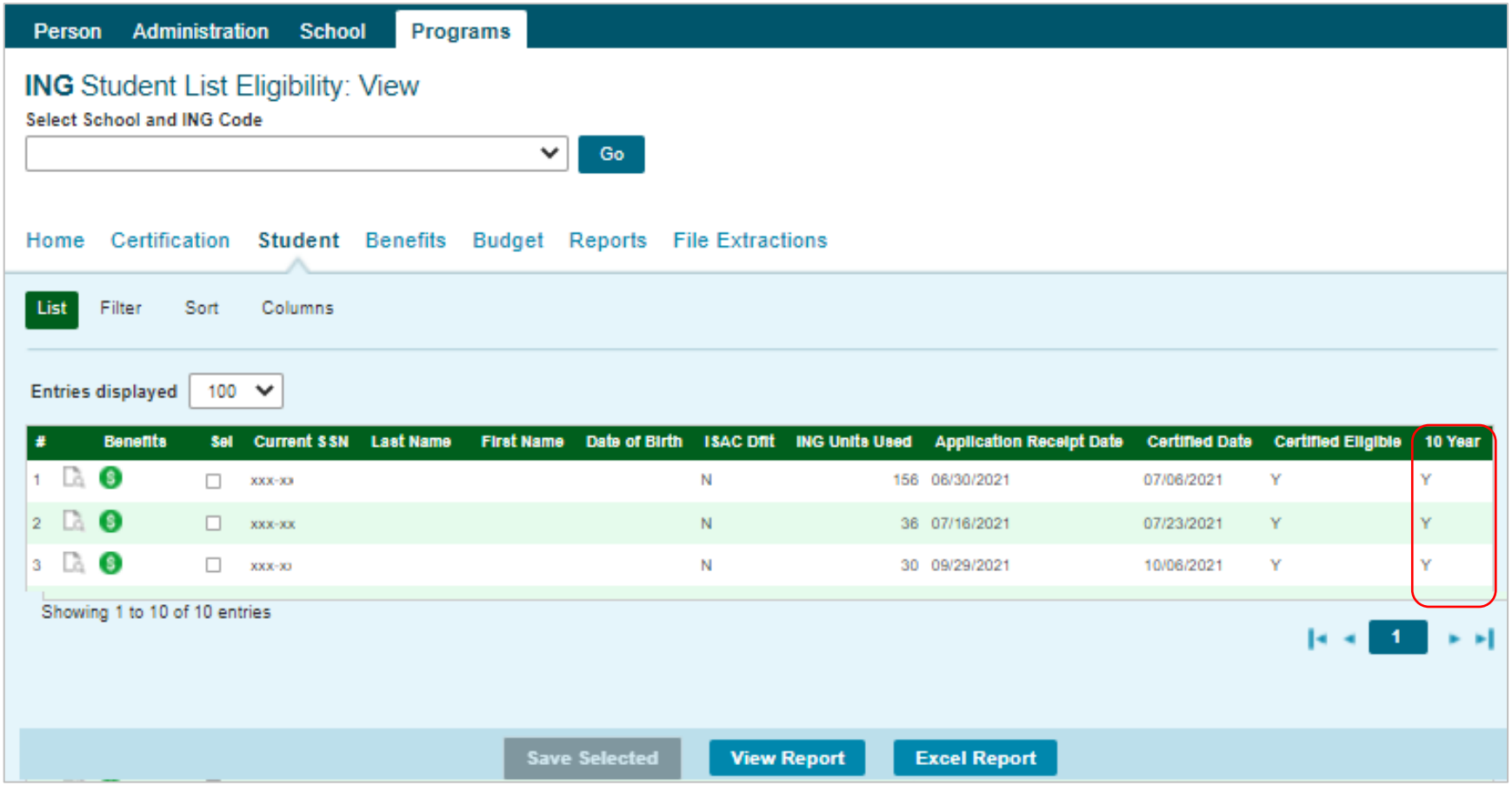
Student Detail: Eligibility



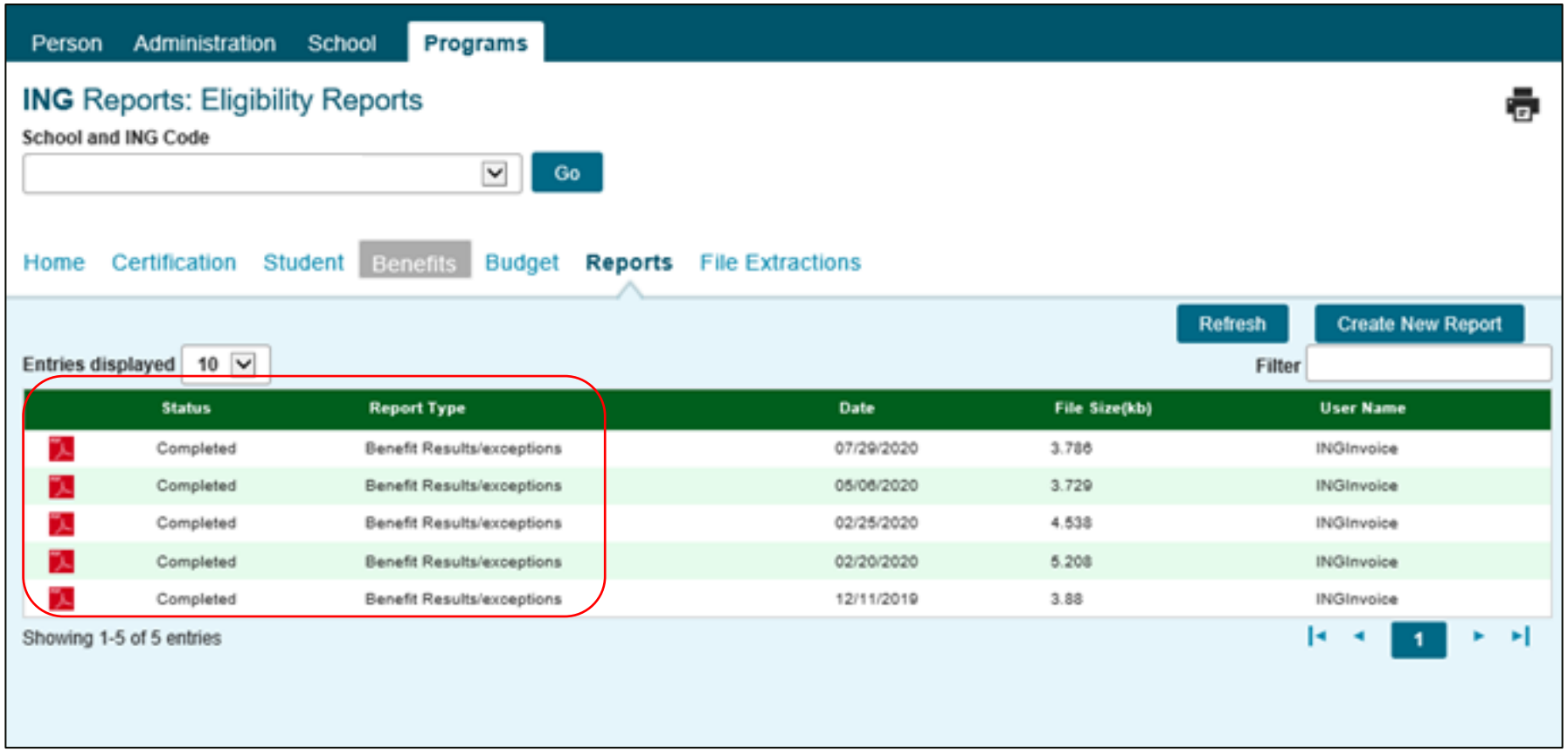
Student Detail: Benefits



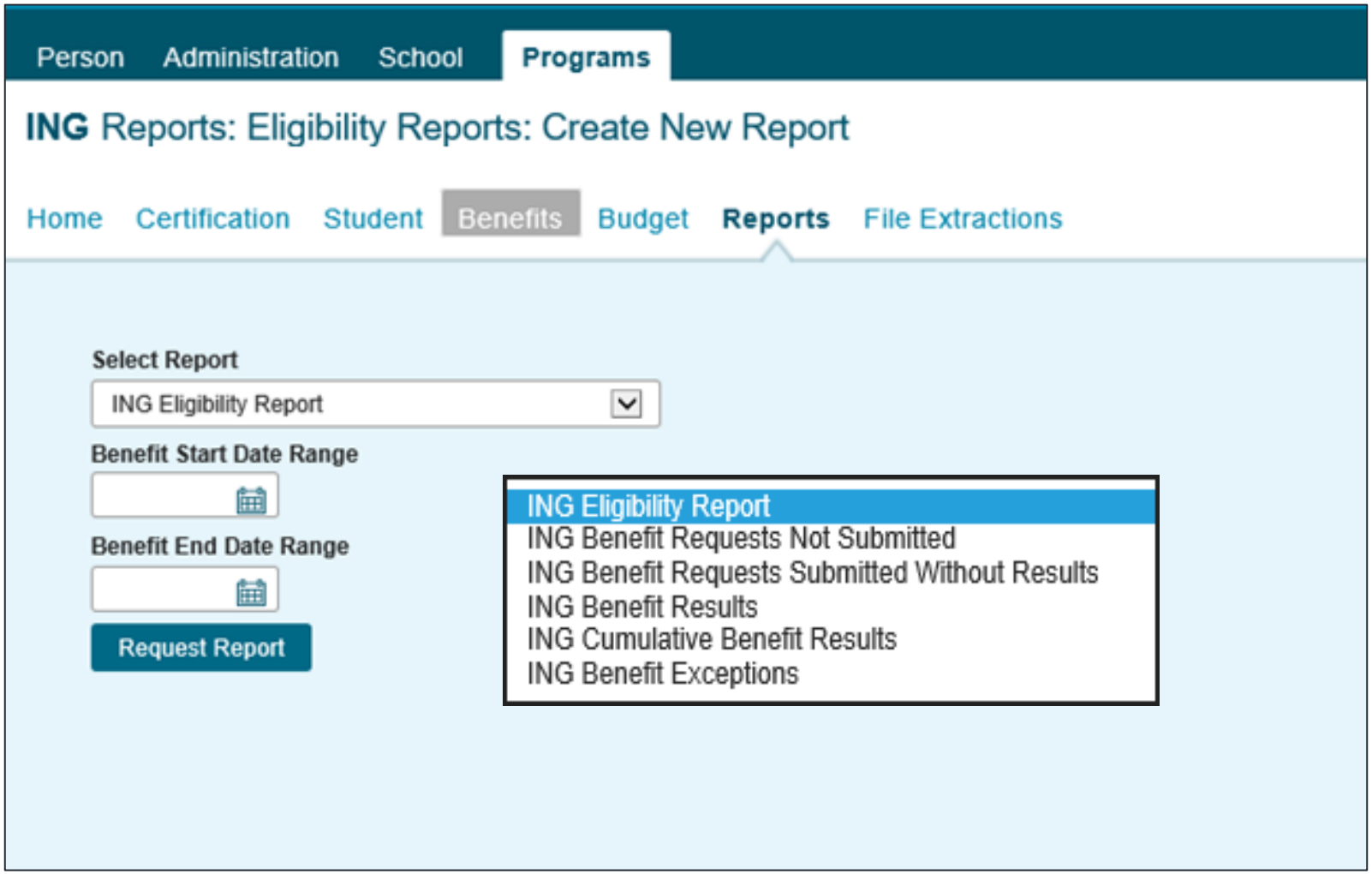

Person
Administration
School
Programs
ING Student List Eligibility: Filter
Home
Certification
Student
Benefits
Budget
Reports
File Extractions
List
Filter
Sort
Columns
Term
- All -
ING Code =
SSN =
First Name
=
Last Name
=
Certification Start Date
Certification End Date
Application Receipt Start Date
Application Receipt End Date
Certified Eligible
- All -
Selected Students Only
Eligible Students Only
10 Year
Ineligible
ING Units Used
ISAC Default
Applied Late


Person
Administration
School
Programs
ING Student List Eligibility: View
Select School and ING Code
Go
Home
Certification
Student
Benefits
Budget
Reports
File Extractions
List
Filter
Sort
Columns
Entries displayed
100
Benefits Sel Current SSN Last Name First Name Date of Birth ISAC Dflt ING Units Used Application Receipt Date Certified Date Certified Eligible 10 Year
1 xxx-xx N 156 06/30/2021 07/06/2021 Y Y
2 xxx-xx N 36 07/16/2021 07/23/2021 Y Y
3 xxx-xx N 30 09/29/2021 10/06/2021 Y Y
Showing 1 to 10 of 10 entries
1
Save Selected
View Report
Excel Report

Benefit Results Summary/ Invoice Detail Reports



Reports: Create New Report



Person | Administration | School | **Programs**

ING Reports: Eligibility Reports

School and ING Code

Go

Home | Certification | Student | Benefits | Budget | **Reports** | File Extractions

Refresh | Create New Report

Entries displayed 10

Filter

	Status	Report Type	Date	File Size(kb)	User Name
	Completed	ING Benefit Exceptions	07/31/2020	2.318	tmendoza
	Completed	Benefit Results/exceptions	07/29/2020	3.786	INGInvoice
	Completed	Benefit Results/exceptions	05/06/2020	3.729	INGInvoice
	Completed	Benefit Results/exceptions	02/25/2020	4.538	INGInvoice
	Completed	Benefit Results/exceptions	02/20/2020	5.208	INGInvoice
	Completed				

Showing 1-6 of 6 entries

Academic Year
.
.

Illinois Student Assistance Commission
ING Benefit Exceptions

Date of Report 07/31/2020
Time Produced 02:09:10 PM

Student LastName	Student FirstName	SSN	Term No	Requested Amount	Adjusted Amount	Benefit Amount	Post 9/11	Ten Year	Result Code	EXP Reason	Enroll Hours	Term Units	Invoice Date	Invoice Number
	ANA		2	0.00	.00	.00			U		0.00		02/20/2020	N204510110
	ANA		2	750.90	.00	.00			4		6.00		02/20/2020	N204510110
	AN		2	0.00	.00	.00			U		0.00		02/20/2020	N204510110
	MANTHA		2	1,126.35	.00	.00			J		9.00		02/20/2020	N204510110
	SHUA		2	375.45	-375.45	375.45			C		3.00	3	02/25/2020	N204560113
Totals				2,252.70	-375.45	375.45					18.00	3		

ISAC

ING Grant Benefit Result Codes

CODE	DEFINITION
*	Benefit processed as requested – no report exception.
B	Benefit increased.
C	Benefit decreased.
F	Full ING units already used.
H	Benefit already processed for your school for requested term, benefit amount or units for term.
I	Benefit reduced; amount requested is greater than term award.
J	Ineligible for Benefit (Certified as not eligible)
K	Ineligible for Benefit due to Stafford loan default status per ISAC.
P	Student not eligible for term requested. Application received after the deadline date.
T	With this Benefit, student attains 120 ING Paid Credit Hours. Student will no longer be eligible for ING Benefit. (Not a 10-year(+) member of the Illinois National Guard)
U	Change in Benefit was requested; record indicates that no prior Benefit has been made for this term.
V	With this Benefit, student attains 180 ING paid credit hours. Student no longer eligible for ING Benefit (10-year(+) member of the Illinois National Guard)
W	ING units increased due to change in enrollment hours.
X	ING units decreased due to change in enrollment hours.

The ING Grant Benefit Result Codes can be found in the ING User Guide located on GAP Access Home Page https://www.isac.org/gap-access/

GAP ACCESS

ISAC Gift Assistance Programs

Illinois Veteran Grant (IVG) Grant Program

Illinois Veteran Grant Program

Records of students for whom the college has reported benefit usage data within the past three years will display on the Student Benefit List: View screen.

The school will then have the ability through the Add Student screen to search ISAC's database for new, additional students who may want to use their IVG benefits at your school

- Once they've added a student to their list, they will be able to see an eligibility detail screen for them and create a benefit request for them.

Colleges can create and submit benefit requests for eligible applicants in the same manner as MAP and ING claims.

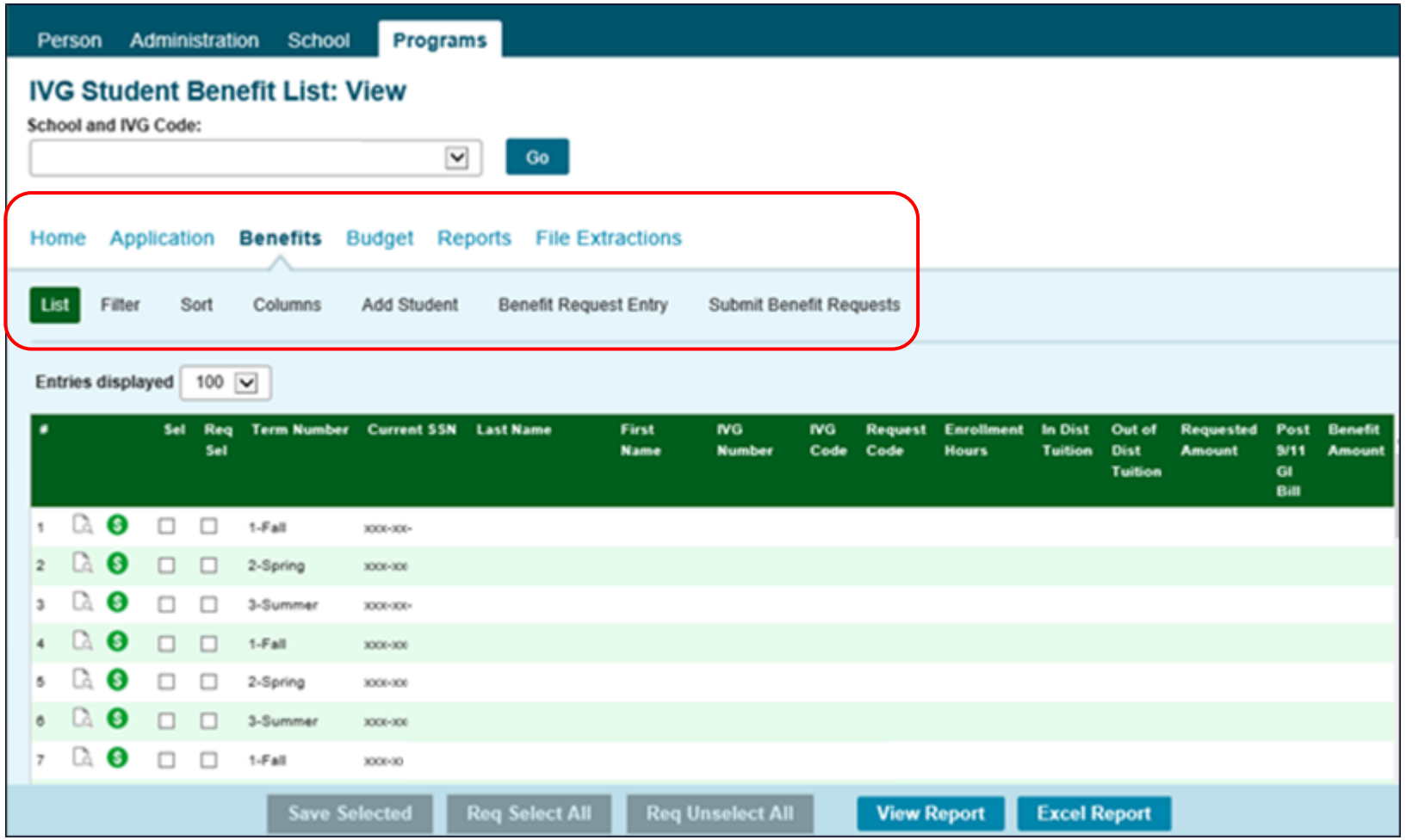
Student lists can be saved/exported into Excel and saved to your PC

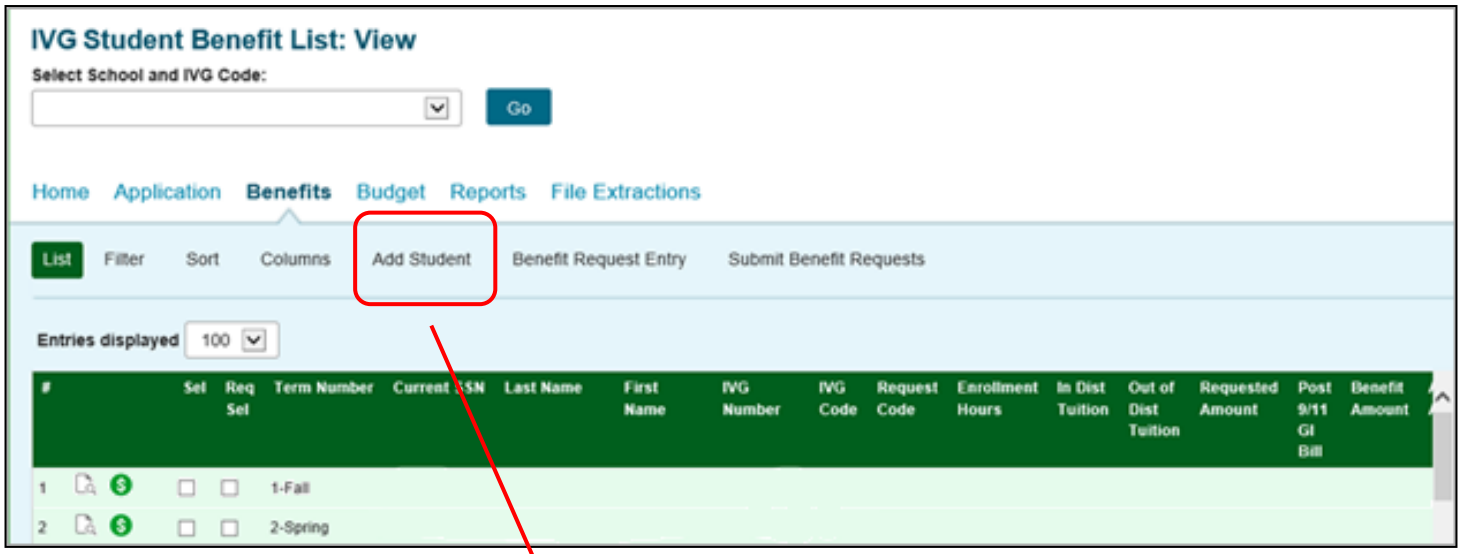
Customized lists can be generated by using the Filter, Sort and Columns function in the IVG system

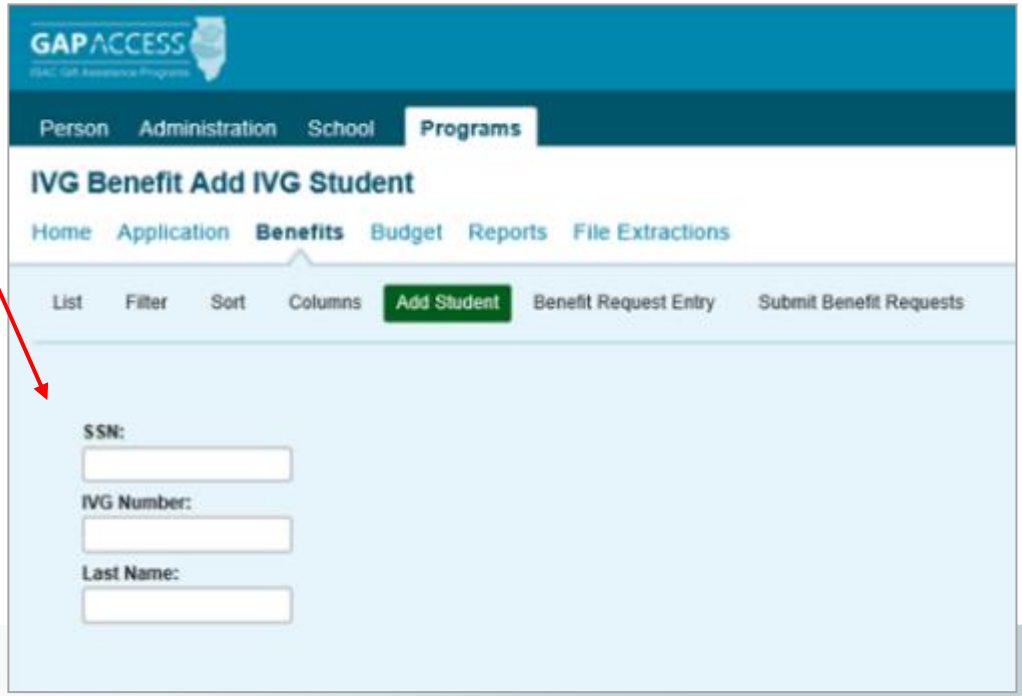
Customized reports can also be generated using the Reports functionality

The IVG system is available each day between 7 a.m. and 10 p.m. (CT).

Student Benefit List: View




IVG Student Benefit List: View
Select School and IVG Code:
Go
Home
Application
Benefits
Budget
Reports
File Extractions
List
Filter
Sort
Columns
Add Student
Benefit Request Entry
Submit Benefit Requests
Entries displayed
100
Sel Req Sel Term Number Current SSN Last Name First Name IVG Number IVG Code Request Code Enrollment Hours In Dist Tuition Out of Dist Tuition Requested Amount Post 9/11 GI Bill Benefit Amount
1 1-Fall
2 2-Spring


GAP ACCESS
Person
Administration
School
Programs
IVG Benefit Add IVG Student
Home
Application
Benefits
Budget
Reports
File Extractions
List
Filter
Sort
Columns
Add Student
Benefit Request Entry
Submit Benefit Requests
SSN:
IVG Number:
Last Name:

ISAC

IVG Student Detail: Benefits

Home **Benefits** Budget Reports File Extractions

View Eligibility **Benefits**

Request options:
- "Benefit" to create a benefit request
- "Cancel" to cancel a previously-submitted request
- "Delete" to delete a request that has been created but not yet submitted.

Be sure click on the Save Changes button before navigating to another screen.

Current SSN

Go

IVG Number

Go

Save Changes

Terms	3-Summer	1-Fall	2-Spring
IVG Code			
Request			
Enrollment Hours			
In District Tuition and Fees	$	$	
Out of District Tuition	$	$	$
Requested Amount	$	$	$
Post 9/11 %			

Benefit
Cancel
Delete

IVG Student Detail: Benefits

Home **Benefits** Budget Reports File Extractions

View Eligibility **Benefits**

Current SSN

Go

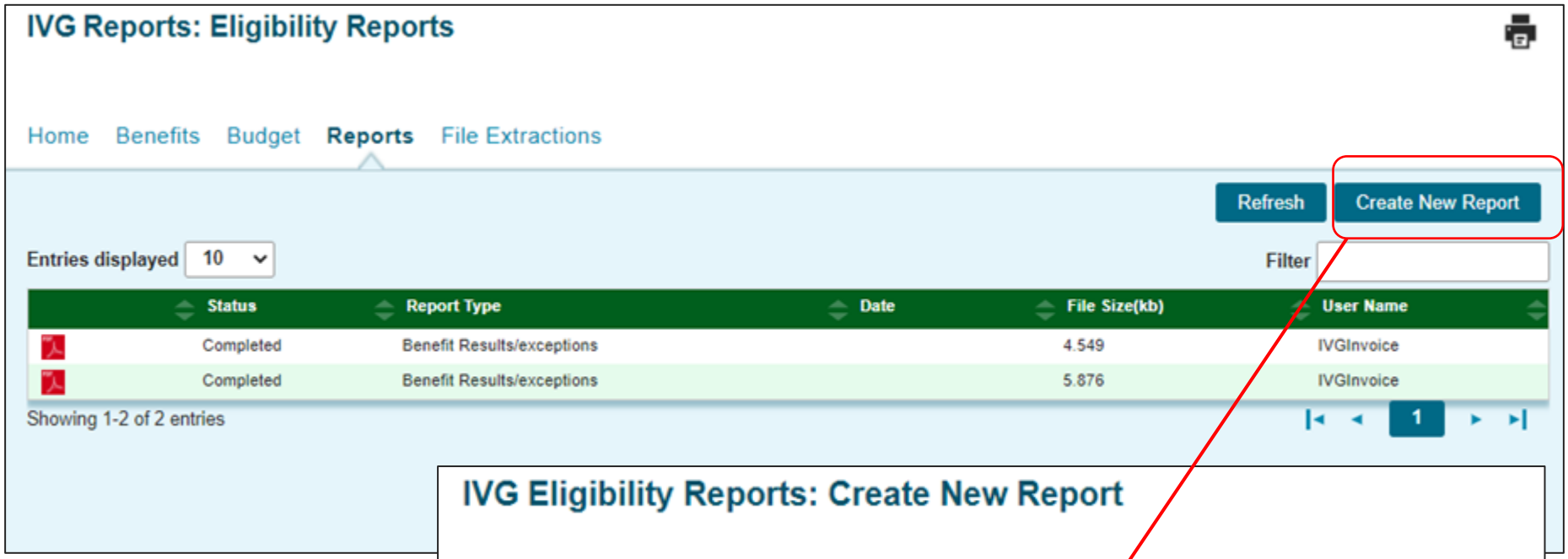
IVG Number

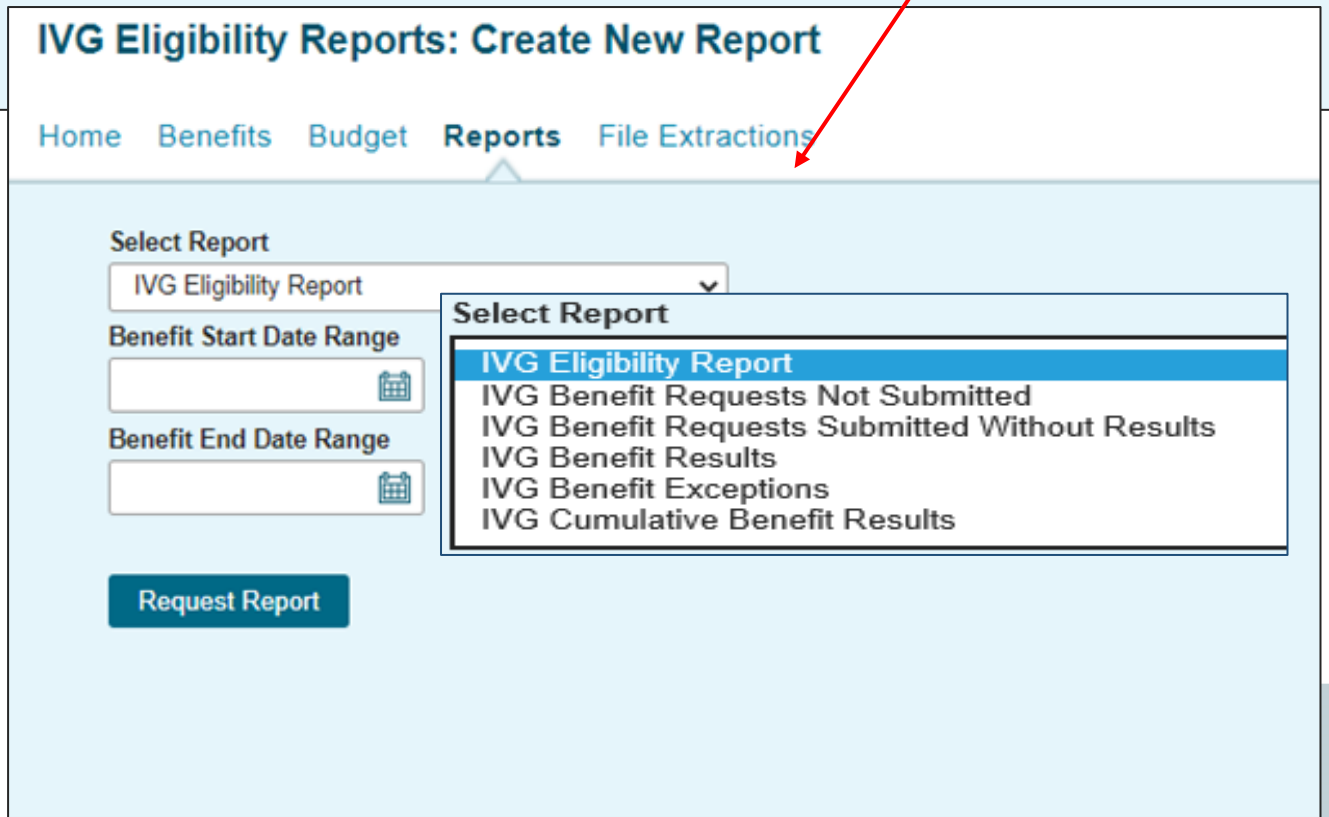
Go

For each term of usage, schools should report the **total number of enrollment hours and the benefit dollar amounts**

Terms	3-Summer	1-Fall	2-Spring
IVG Code			
Request			
Enrollment Hours			
In District Tuition and Fees	$	$	$
Out of District Tuition	$		
Requested Amount	$		$
Post 9/11 %			

If post 9/11 GI Bill benefits are also being used, the Post 9/11 GI bill Eligibility level, as determined by the VA, should be reported so that IVG units can be prorated.


IVG Reports: Eligibility Reports
Home
Benefits
Budget
Reports
File Extractions
Refresh
Create New Report
Entries displayed
10
Filter
Status
Report Type
Date
File Size(kb)
User Name
Completed
Benefit Results/exceptions
4.549
IVGInvoice
Completed
Benefit Results/exceptions
5.876
IVGInvoice
Showing 1-2 of 2 entries
1

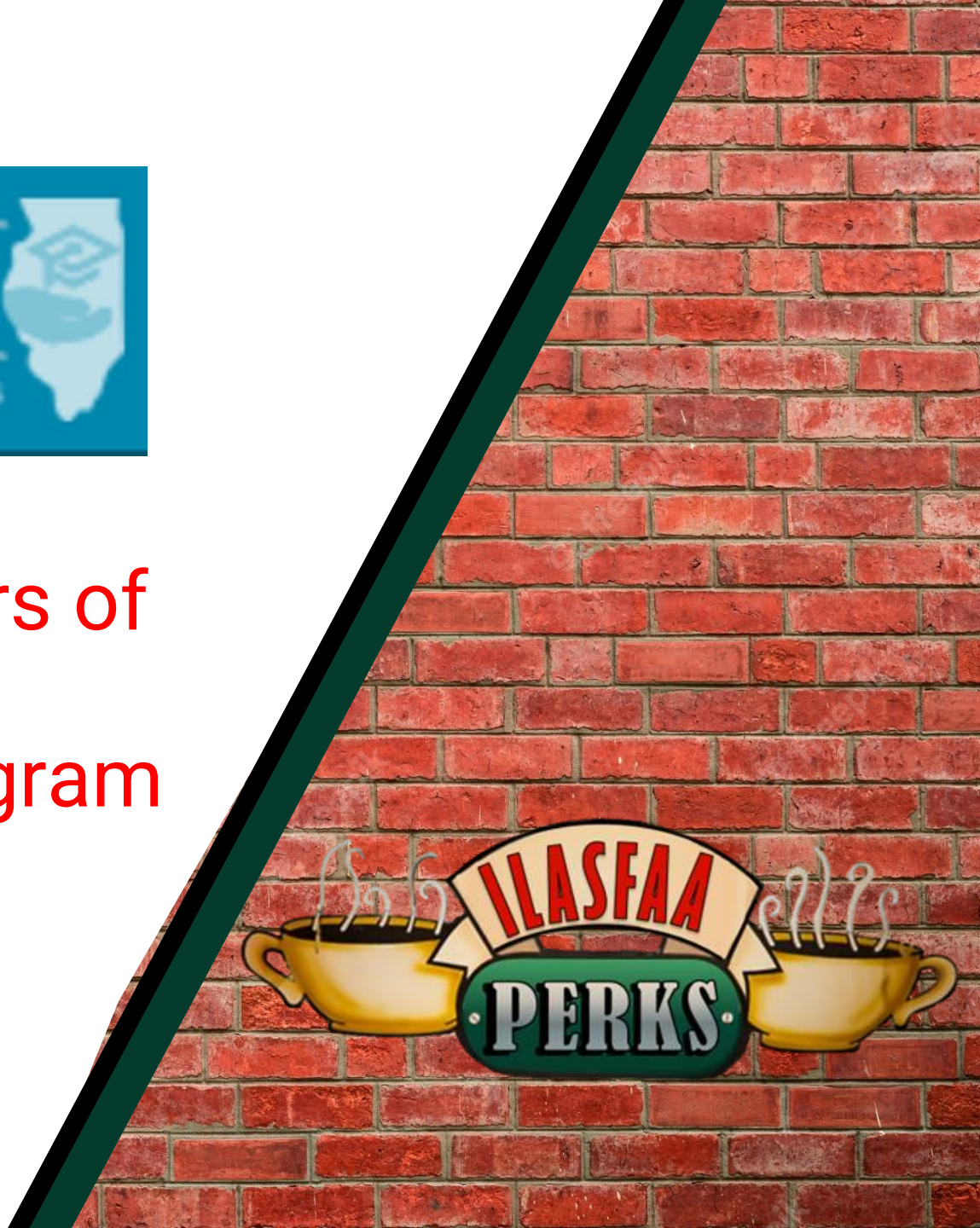

IVG Eligibility Reports: Create New Report
Home
Benefits
Budget
Reports
File Extractions
Select Report
IVG Eligibility Report
Benefit Start Date Range
Benefit End Date Range
Request Report
Select Report
IVG Eligibility Report
IVG Benefit Requests Not Submitted
IVG Benefit Requests Submitted Without Results
IVG Benefit Results
IVG Benefit Exceptions
IVG Cumulative Benefit Results

ISAC

GAP ACCESS

ISAC Gift Assistance Programs

Minority Teachers of Illinois (MTI) Scholarship Program



Minority Teachers of Illinois Scholarship Program

A Certification record is created in the MTI system when an MTI Application is complete.

All Certifications available in the MTI system must be completed regardless of whether the school certifies a student as eligible or ineligible.

Colleges certify eligibility for the MTI Scholarship Program via the MTI system in GAP Access.

The MTI system is available to enter certification information each Monday through Friday from 7 a.m. until 10 p.m. (CT).

Enrollment Verification is available on GAP Access

MTI Certification Process

- The Certification List includes all applicants for whom ISAC has received a complete MTI application and is listed on the specific college listed on the application.

- Certification is the first step in the awarding process and requires that colleges complete and submit the certification record for each applicant, regardless of whether the student is eligible or ineligible.

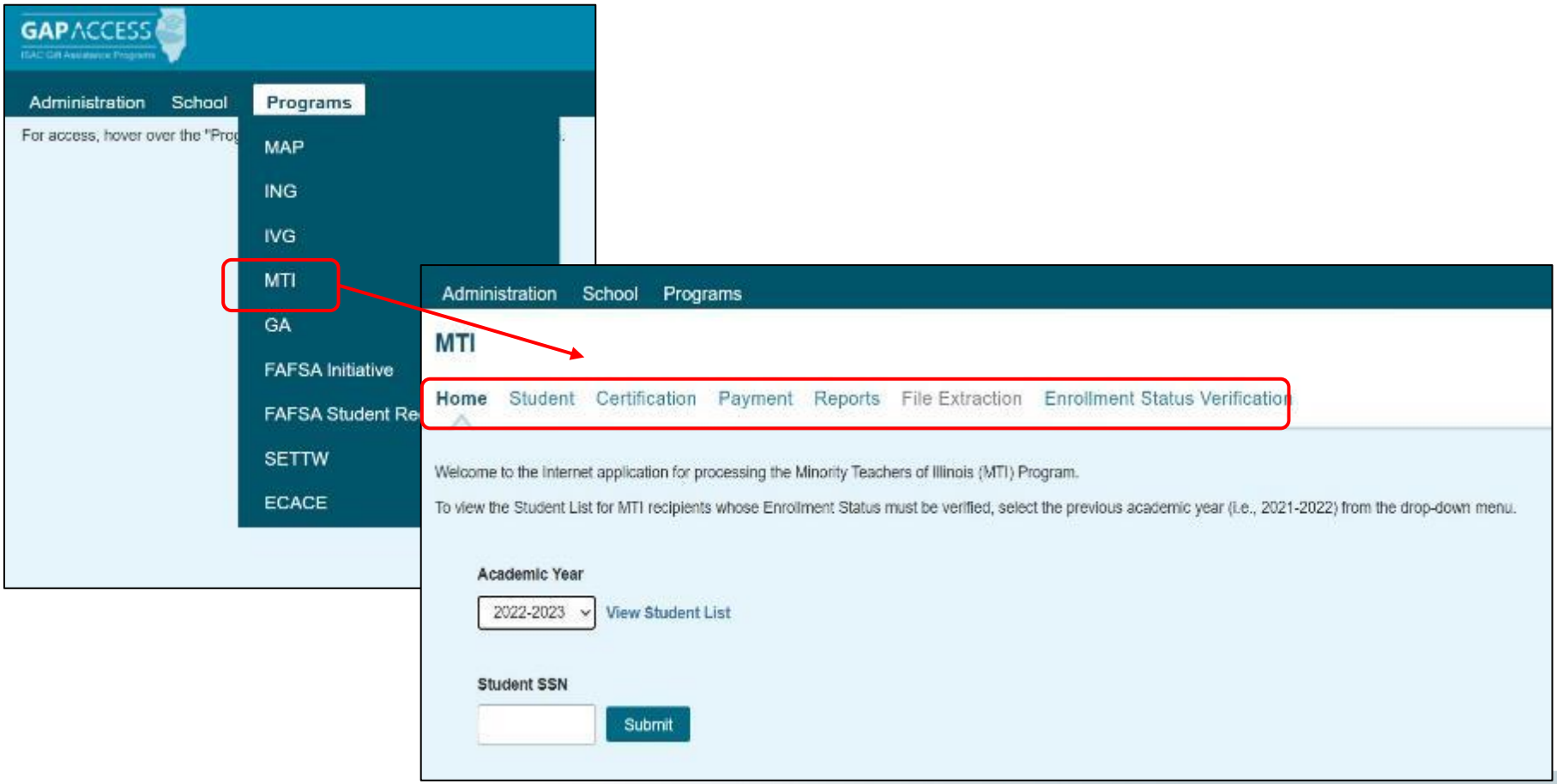
- **The only way an applicant's can be considered for an award and/or receive an MTI notification letter about their ineligibility is if the applicant' s certification has been completed by the college in GAP Access.**

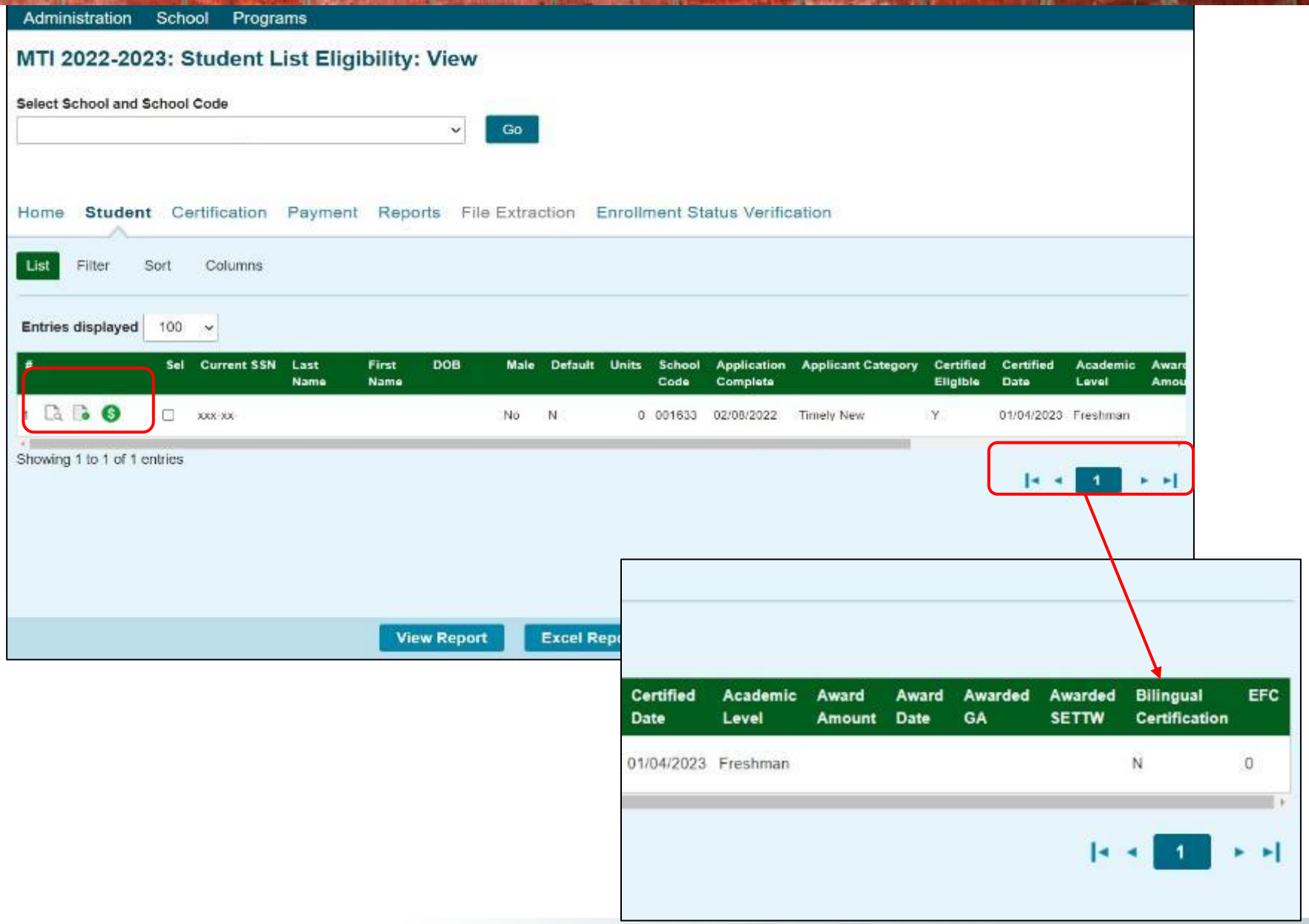
- Once an applicant's record has been certified and saved, it will be considered complete and will no longer appear on the Certification List.

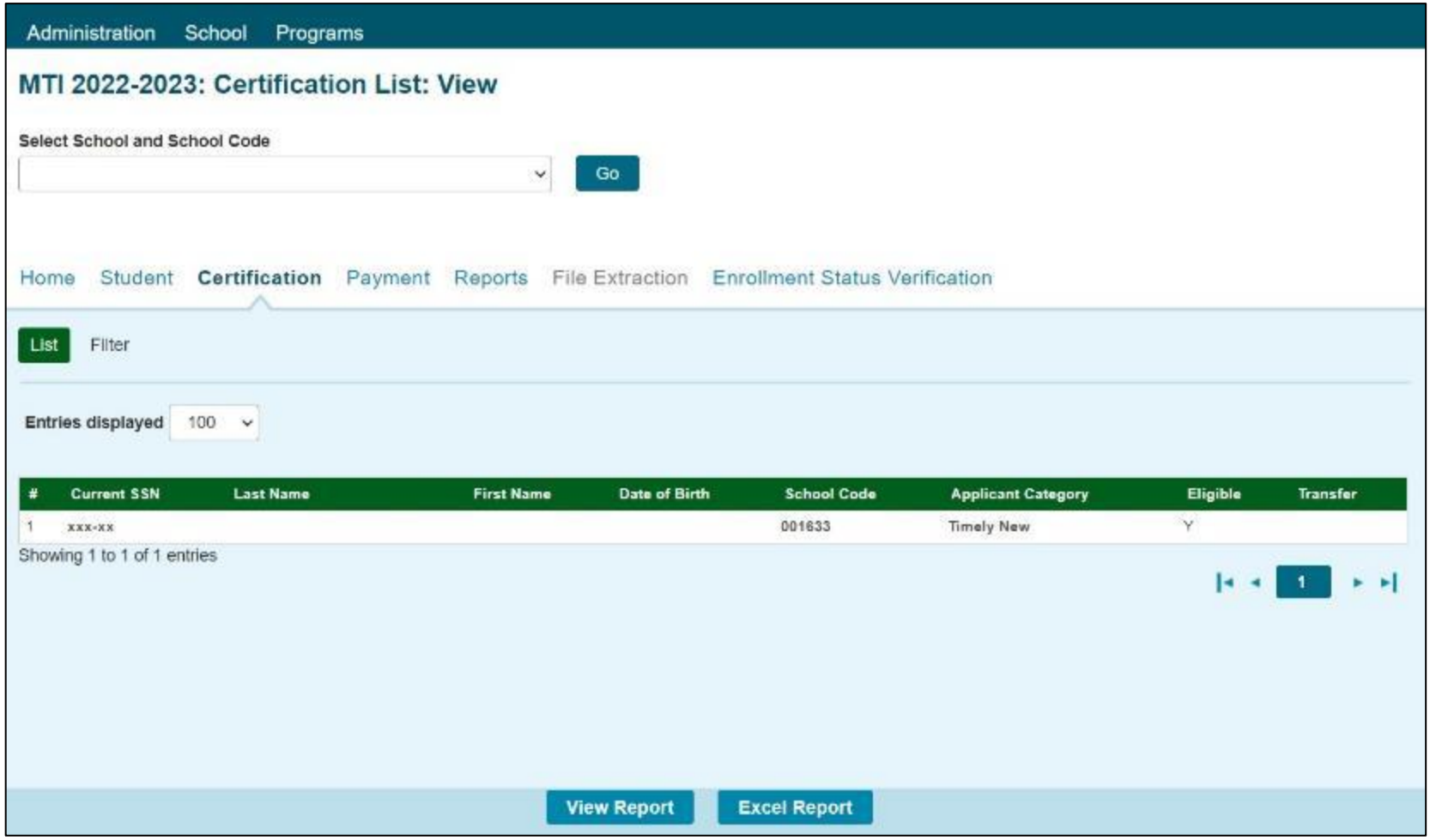
- However, those applicants will continue to appear on the Student List Eligibility and the Certified Eligible field will be populated with a Y or an N depending on how the certification was completed.

MTI Processing in GAP Access

- MTI is administered in GAP Access
  - System is available to colleges, Monday through Friday from 7 a.m. until 10 p.m. (CT)

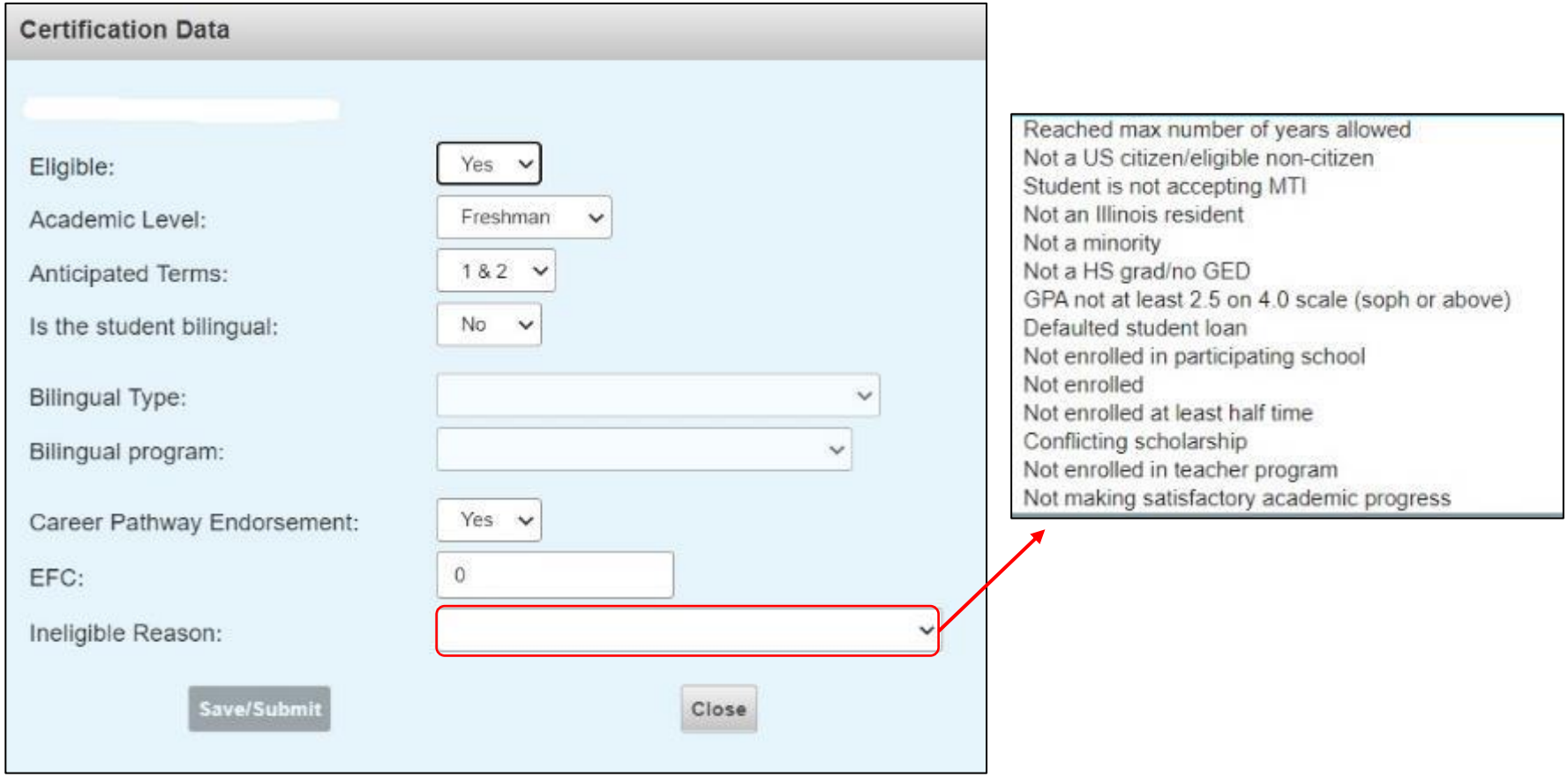



Administration School Programs
MTI 2022-2023: Student List Eligibility: View
Select School and School Code
Go
Home Student Certification Payment Reports File Extraction Enrollment Status Verification
List Filter Sort Columns
Entries displayed 100
Sel Current SSN Last Name First Name DOB Male Default Units School Code Application Complete Applicant Category Certified Eligible Certified Date Academic Level
xxx-xx No N 0 001633 02/08/2022 Timely New Y 01/04/2023 Freshman
Showing 1 to 1 of 1 entries
1
View Report
Certified Date Academic Level Award Amount Award Date Awarded GA Awarded SETTW Bilingual Certification EFC
01/04/2023 Freshman N 0
1



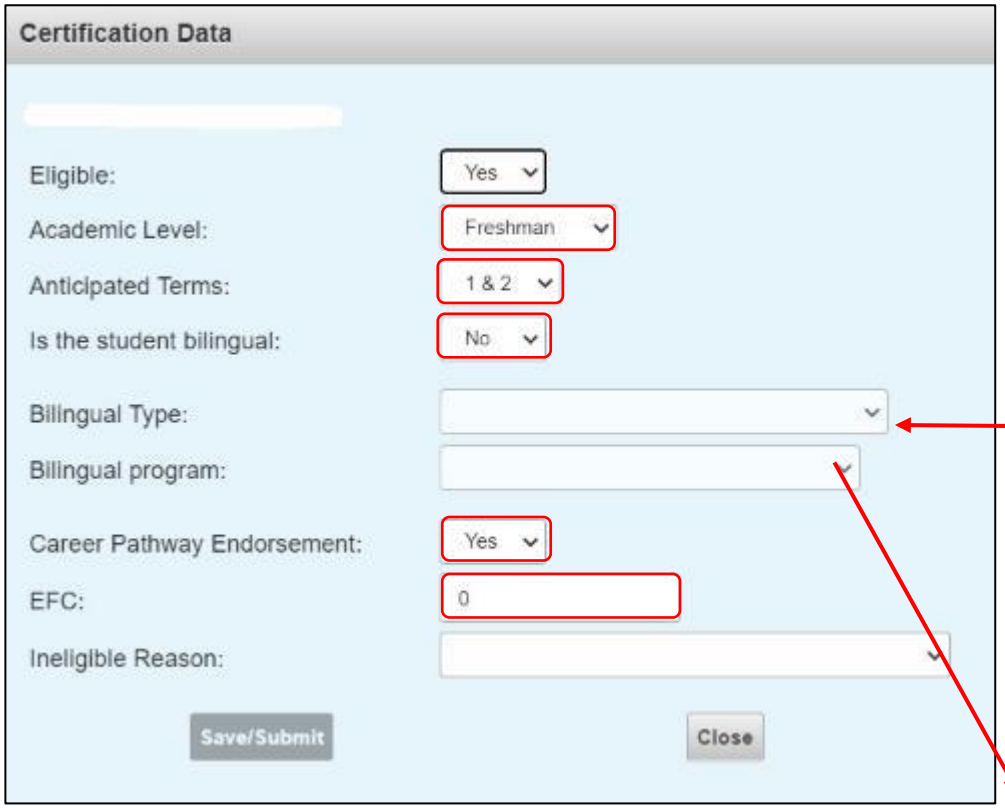
- To certify a student, click on the student's name or SSN

MTI Student Certification - Ineligible



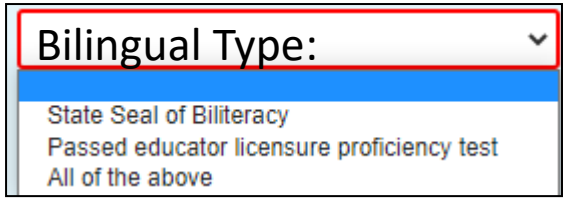
- Once you click on the student's name or SSN the Certification Data pop-up box will open
- The first question *Eligible* must be completed
- If it is answered No, the only field required is the ineligible reason

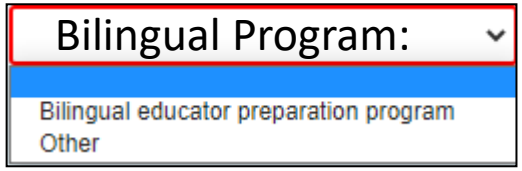
MTI Student Certification - Eligible

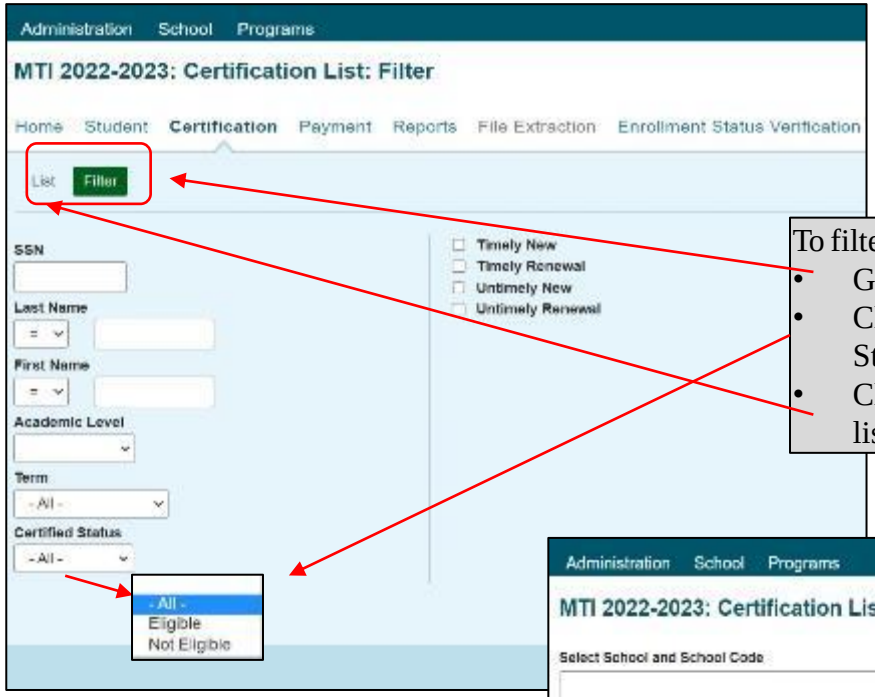


If a Y is selected, on the eligible field you must provide the following:

- Academic Level
- Anticipated Terms
- Is the student bilingual
  - If the student is bilingual, you must also provide the Bilingual Type and Bilingual Program
- Career Pathway Endorsement
- EFC

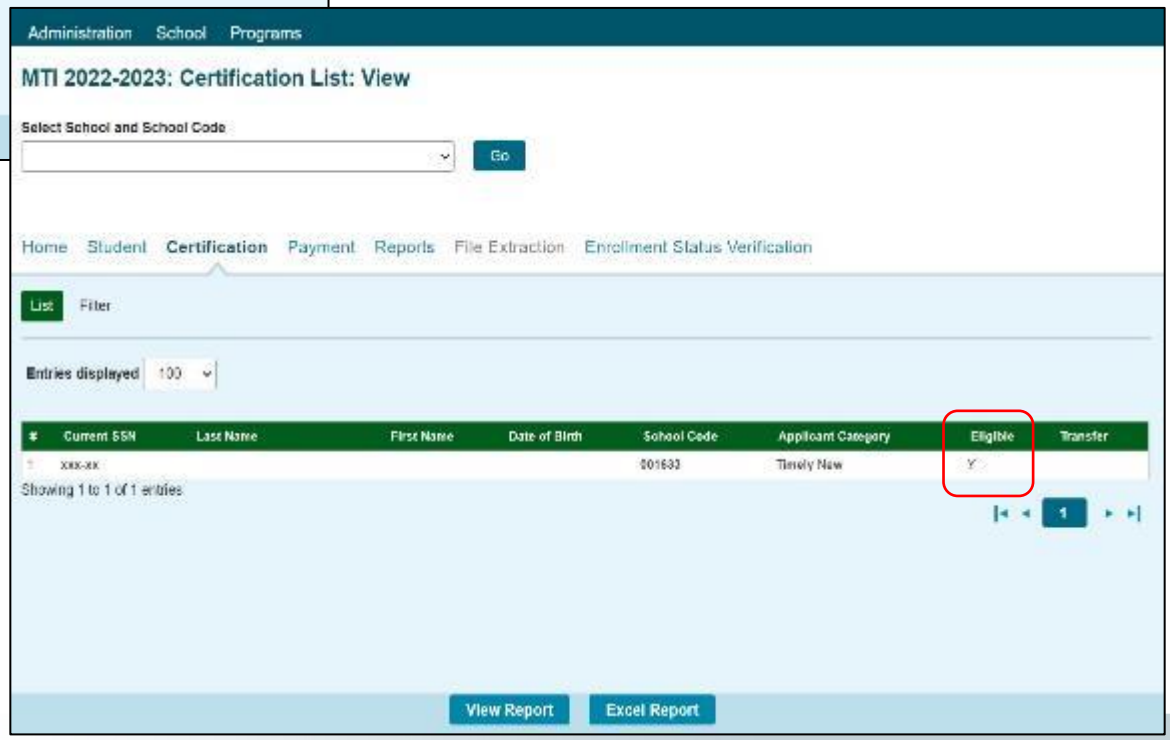






To filter students by Certified Status:

- Go to the Filter tab.
- Click on All under Certified Status.
- Click on the List tab to view your list of students.



- Once an applicant's record has been certified and saved, it will be considered complete and will no longer appear on the Certification List: View screen

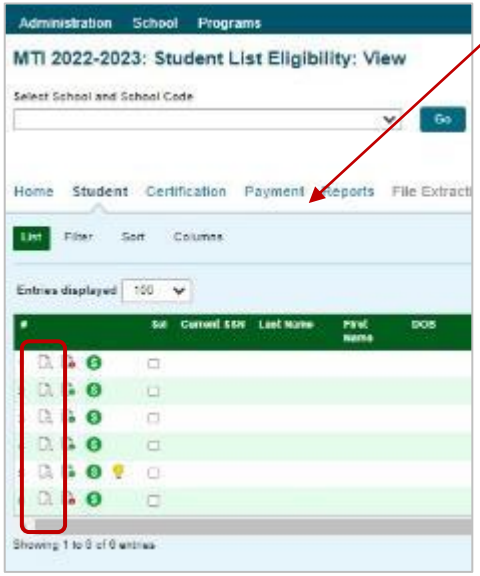
- However, those applicants will continue to appear on the Student List Eligibility: View screen, and the Certified Eligible field will be populated with a Y or an N depending on how the certification was completed

ISAC

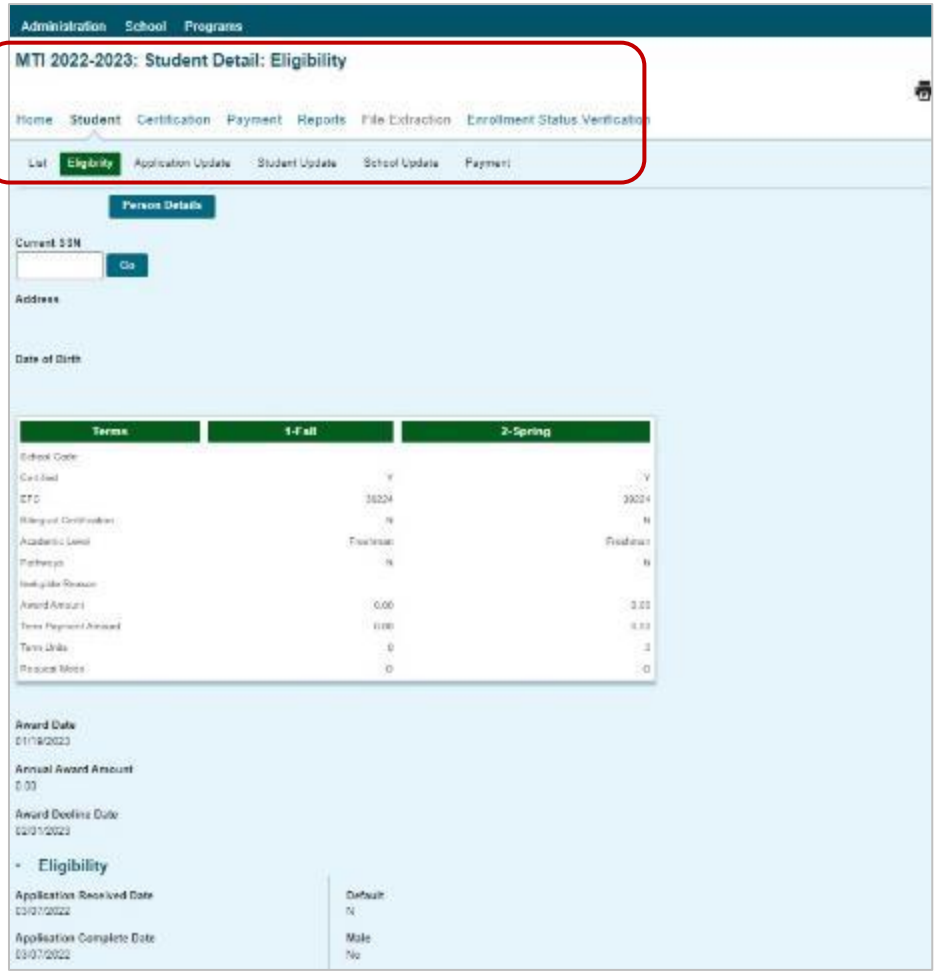
Dual-Awarding Students with MTI & Golden Apple

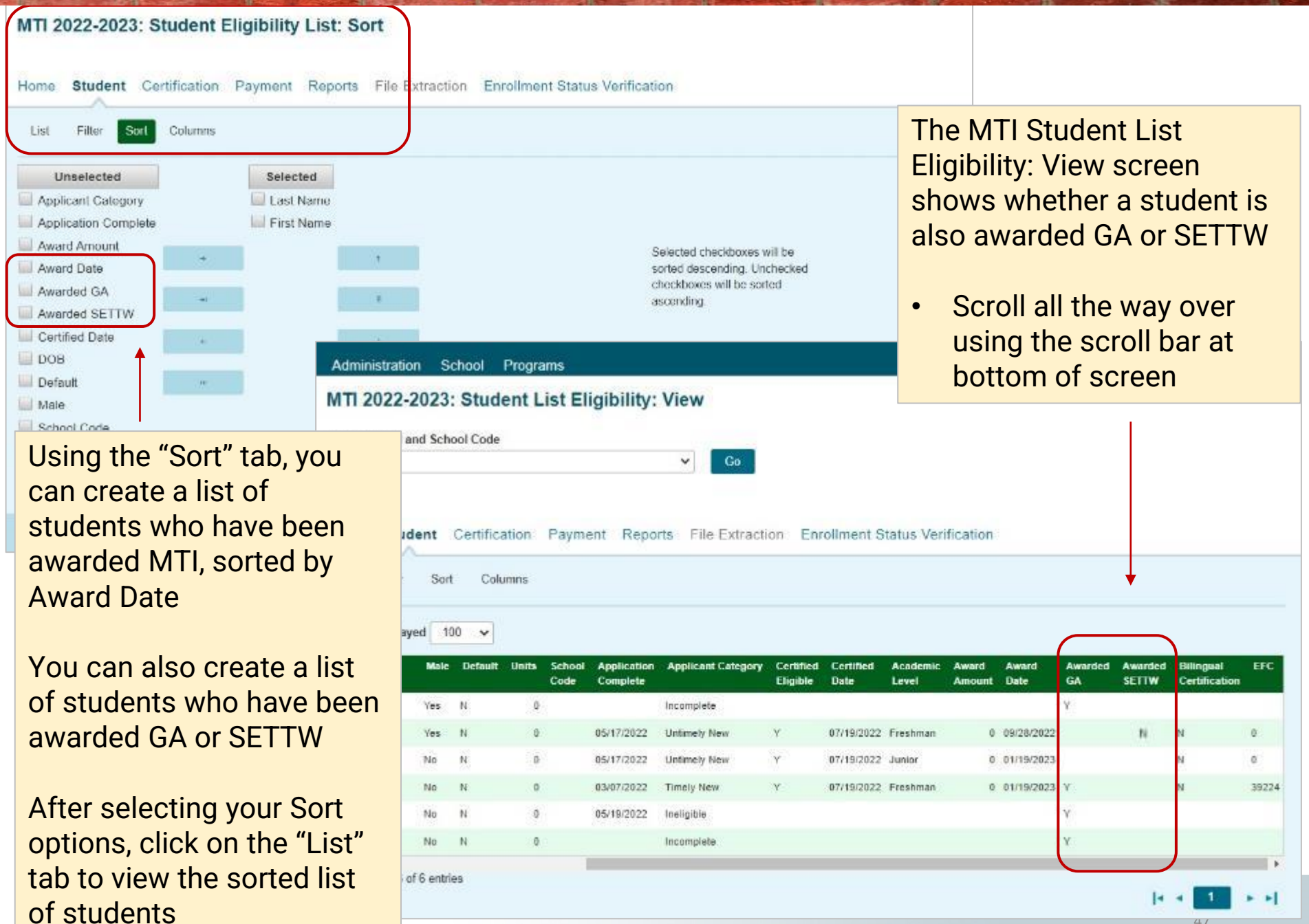
- If a student qualifies for both Golden Apple and MTI the student must choose which program they would like to use
  - A student cannot receive the benefits of both programs in the same award year
  - ISAC will send the student a letter asking them to choose which program they want to accept -- MTI or Golden Apple
  - These letters include a deadline date to return the form
- If a student decides to change which program benefit he/she wants to receive:
  - First confirm that the student has been awarded the other program before cancelling a payment request that may have already been made
    - For example, make sure that the student was awarded funds for MTI before cancelling a payment request for Golden Apple
- Program teaching obligations
  - Golden Apple requires a five-year teaching commitment
  - MTI has a one-year teaching commitment for each year that the scholarship is received
  - Both programs will convert to a loan that the student must repay if the teaching commitment is not met.
- Schools can find more information on both programs on ISAC's website in the FAA area, in the Administrative Rules - isac.org/e-library/administrative-rules/2022-23-isac-rules.html, and in the program User Guides - isac.org/gap-access/.

Ways to View Students Awarded GA, SETTW & MTI



- Click on icon
- This will take you to the Student Detail: Eligibility screen.
- Scroll down to view if the student was also awarded GA or SETTW





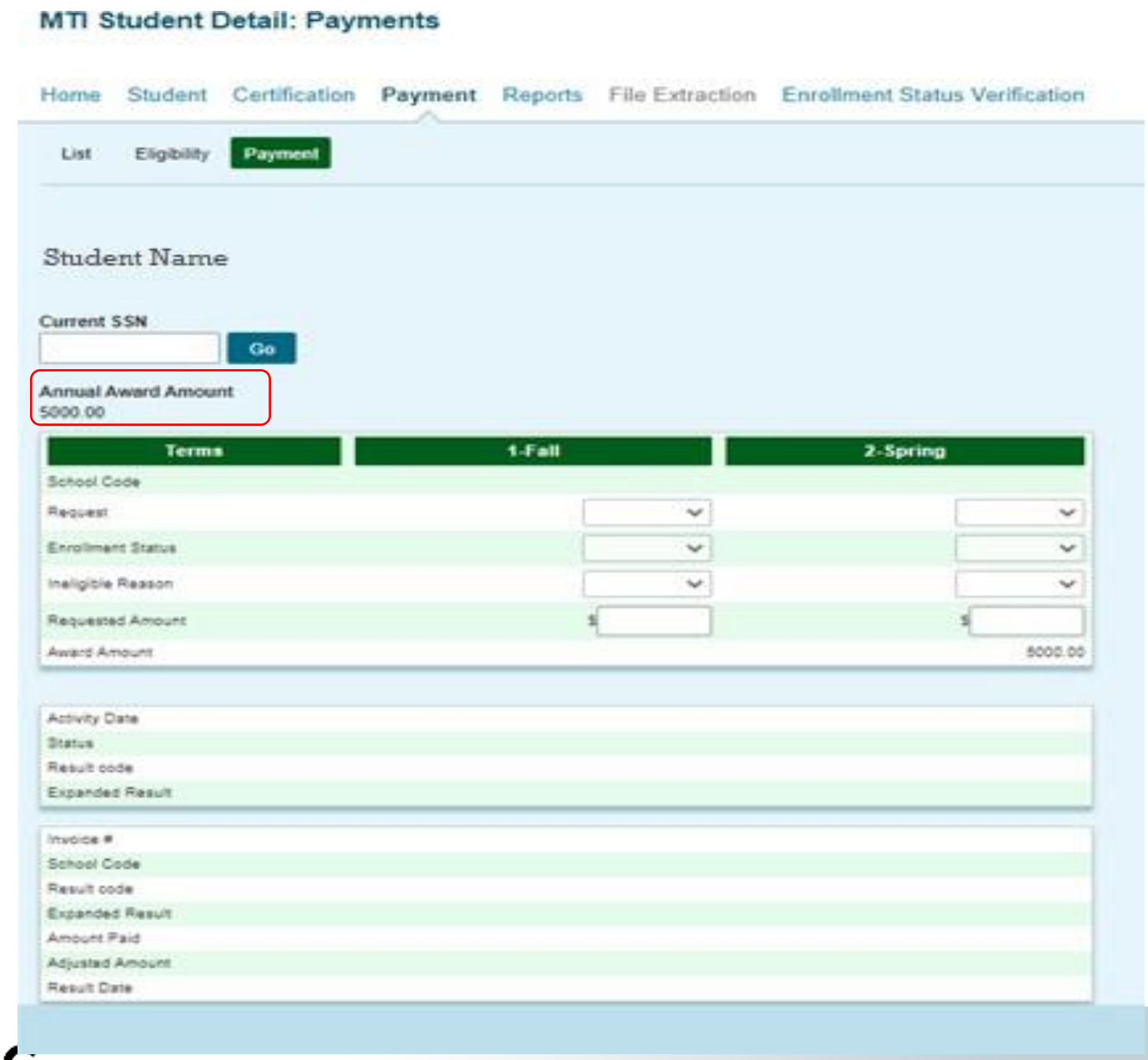
The MTI Student List Eligibility: View screen shows whether a student is also awarded GA or SETTW

- Scroll all the way over using the scroll bar at bottom of screen

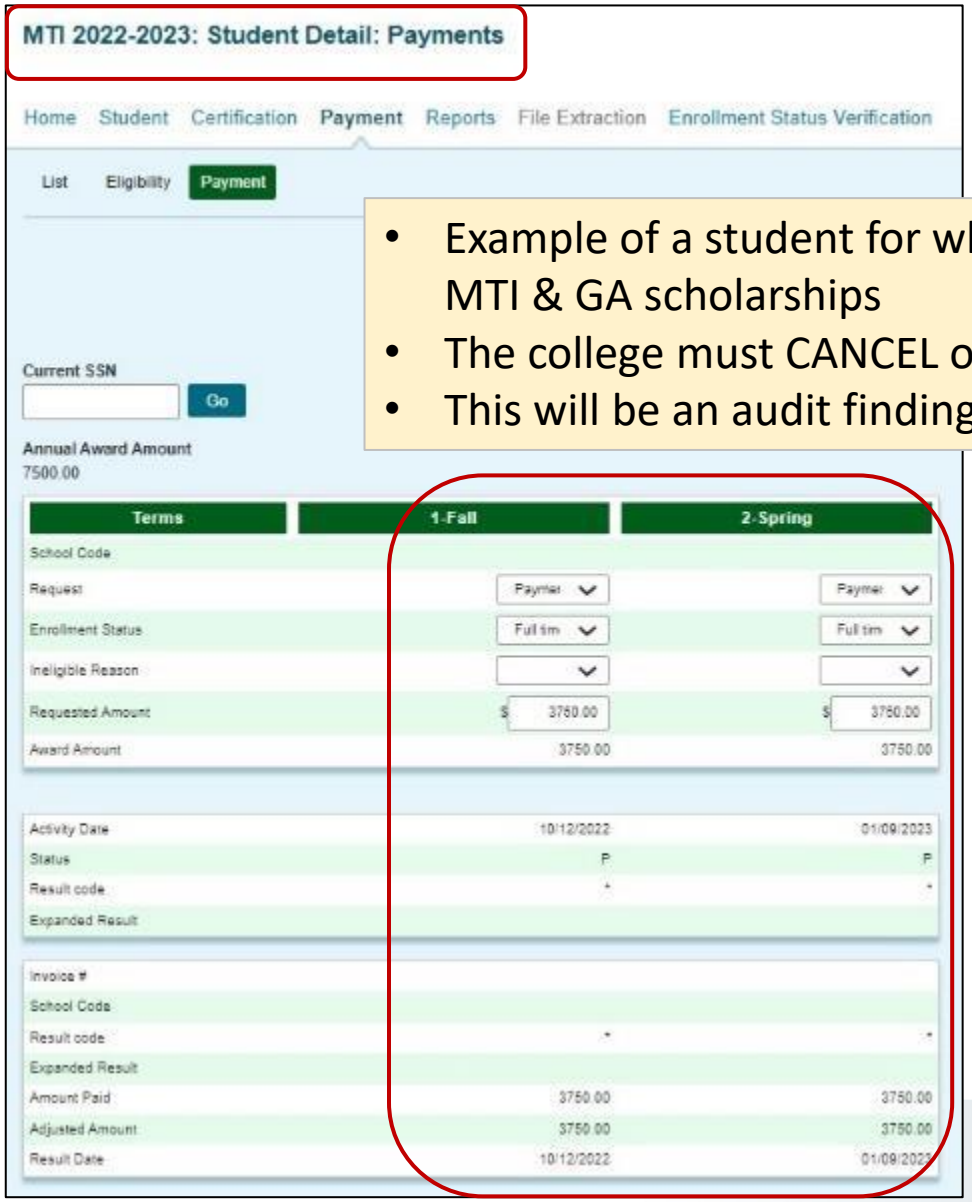
Using the “Sort” tab, you can create a list of students who have been awarded MTI, sorted by Award Date

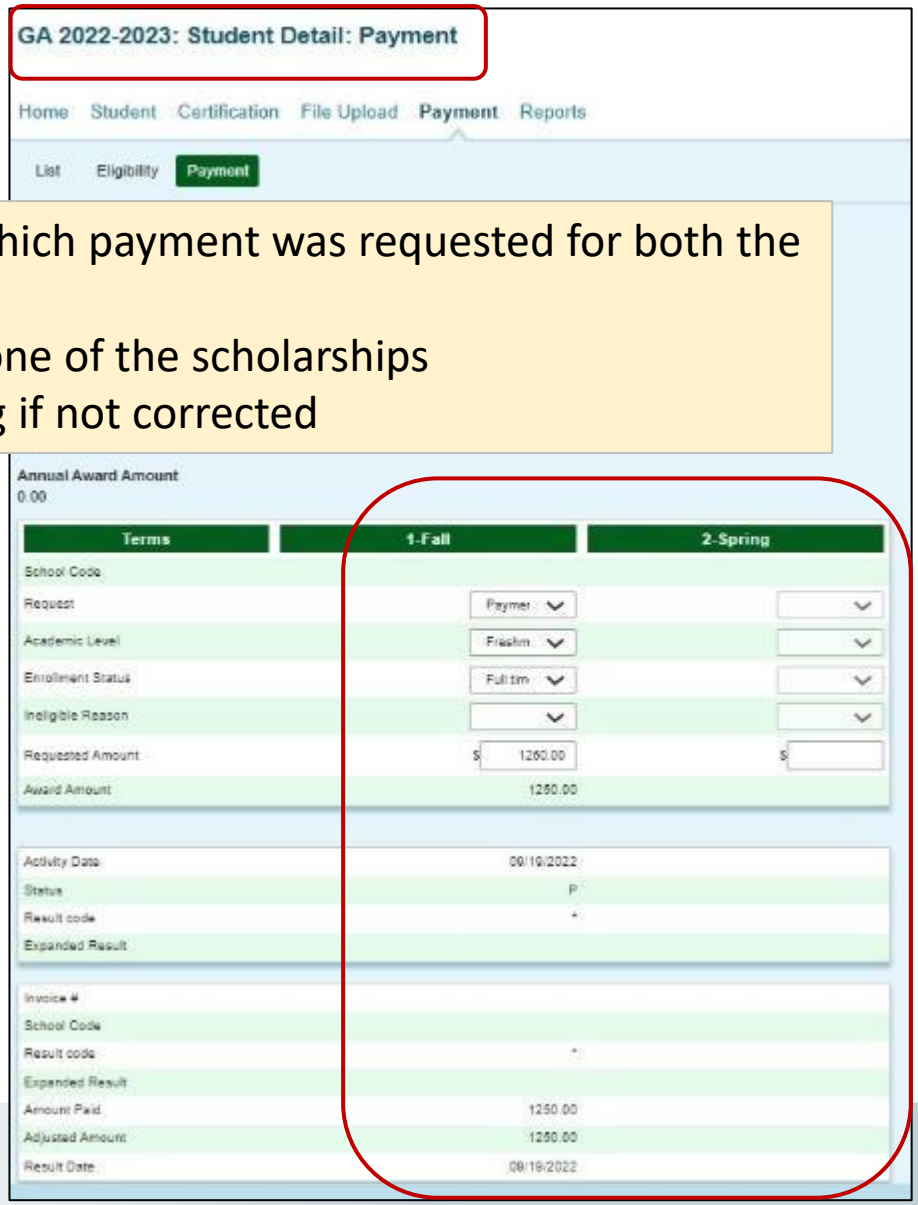
You can also create a list of students who have been awarded GA or SETTW

After selecting your Sort options, click on the “List” tab to view the sorted list of students


MTI Student Detail: Payments
Home
Student
Certification
Payment
Reports
File Extraction
Enrollment Status Verification
List
Eligibility
Payment
Student Name
Current SSN
Go
Annual Award Amount
5000.00
Terms
1-Fall
2-Spring
School Code
Request
Enrollment Status
Ineligible Reason
Requested Amount
Award Amount
5000.00
Activity Date
Status
Result code
Expanded Result
Invoice #
School Code
Result code
Expanded Result
Amount Paid
Adjusted Amount
Result Date

Dual-Awarding Students with MTI & Golden Apple



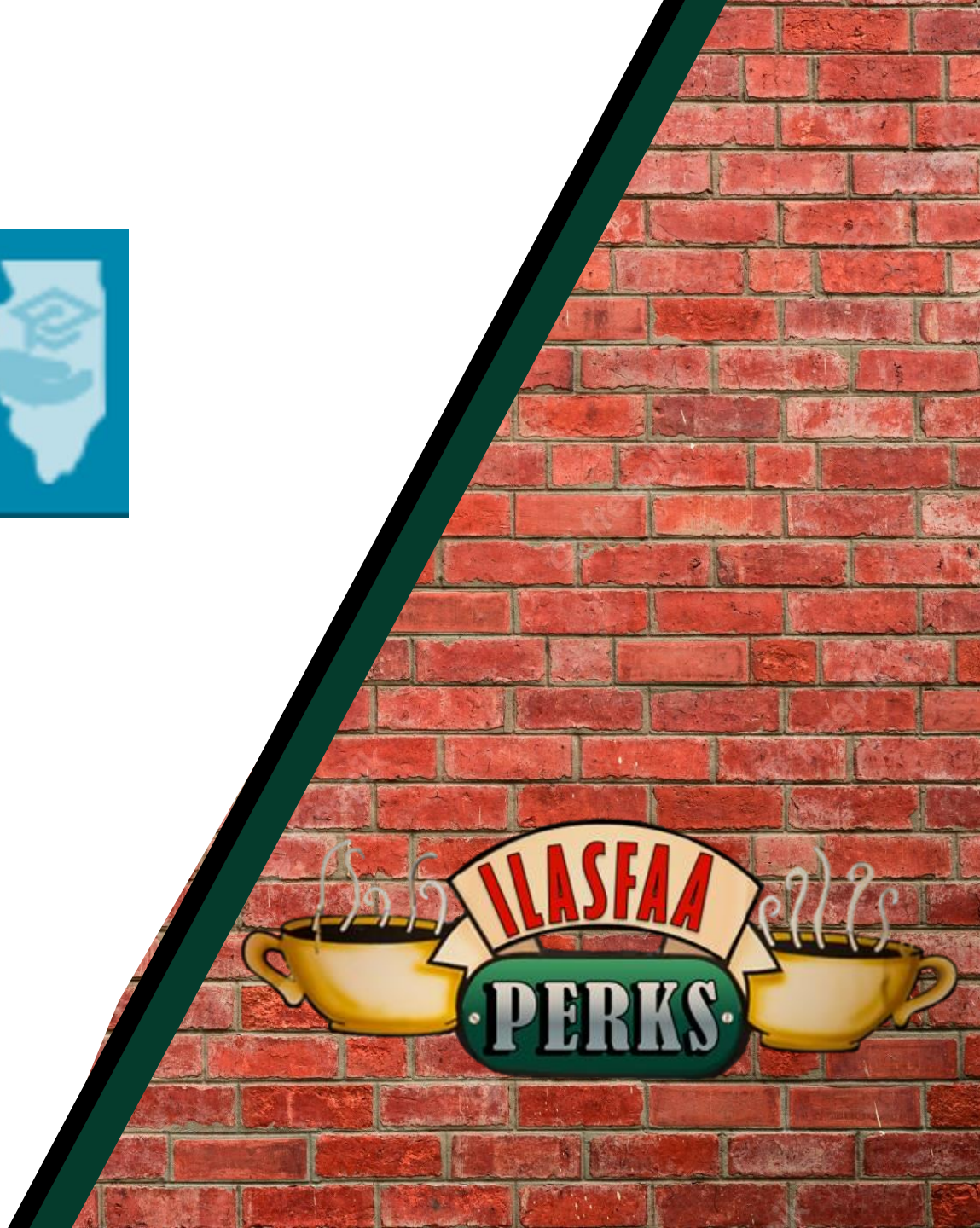


- Example of a student for which payment was requested for both the MTI & GA scholarships
- The college must CANCEL one of the scholarships
- This will be an audit finding if not corrected

GAP ACCESS

ISAC Gift Assistance Programs

Golden Apple



GA Processing

- Application
  - Students submits application to the Golden Apple Foundation
  - The Foundation provides data to ISAC regarding eligible applicants
    - The student's year in the program is tracked by the Foundation
  - Applicant data is loaded into GAP Access
- Certification
  - Golden Apple Foundation completes certification of eligible applicants
- Awarding
  - Award amounts are determined by the Foundation
  - Awards will display in GAP Access when certification is complete
- Notification
  - Golden Apple Foundation notifies GA students
  - Schools see individual student awards in GAP Access
- Payment
  - The college certifies student enrollment and eligibility and submits a payment request on behalf of the student
  - Payment requests are submitted by term in GAP Access
  - ISAC authorizes payment and provides result reports to schools
  - Payment is sent to the schools from the Comptroller's office and the school credits student accounts

GA 2022-2023: Student Detail: Payment

Home | Student | Certification | File Upload | **Payment** | Reports

List | Eligibility | **Payment**

AKSUN, BROOKE

Current SSN

Go

Deferred Scholar

N

Annual Award Amount

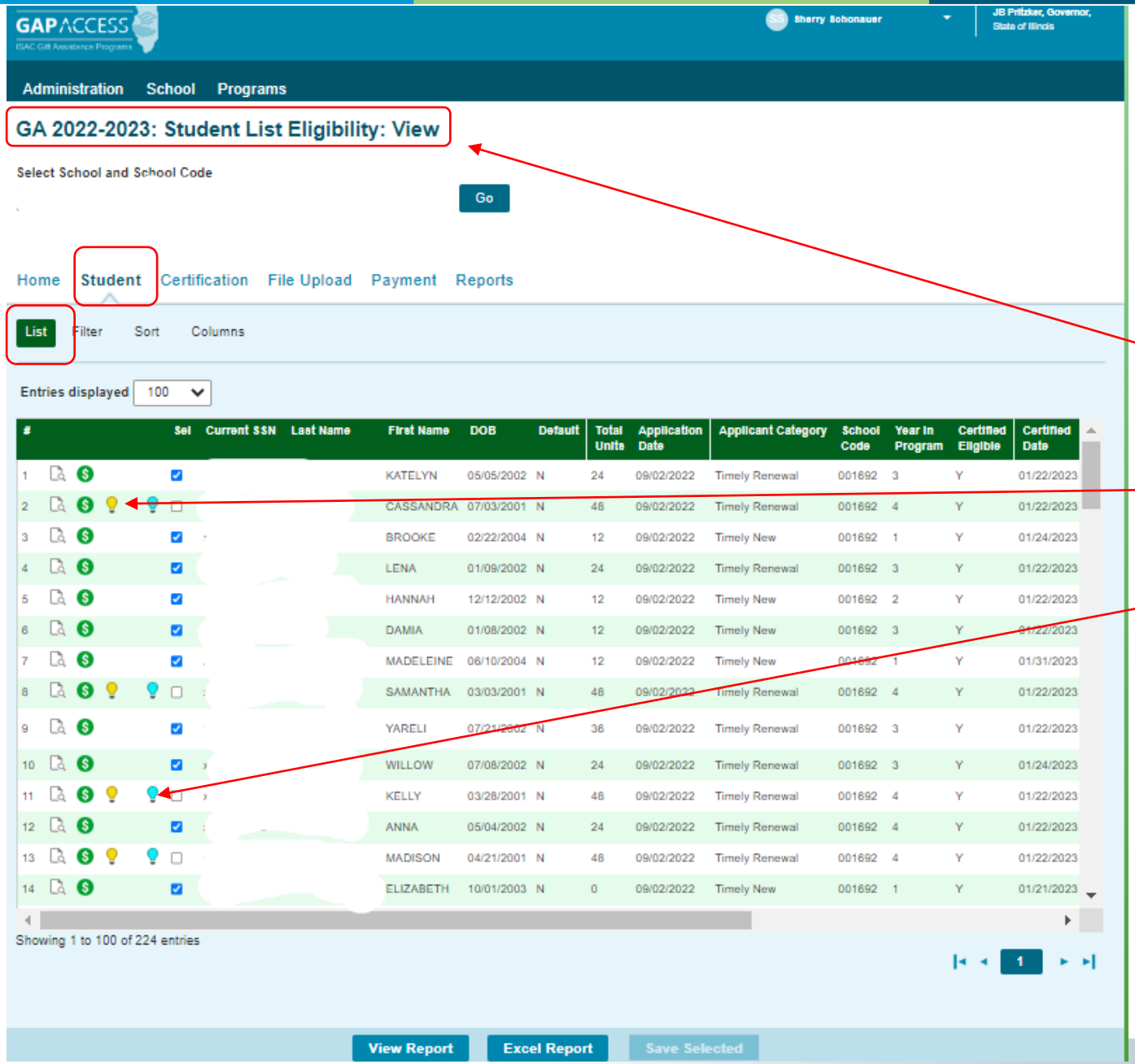
2500.00

Terms	1-Fall	2-Spring
School Code	001692	001692
Request	Payment	Payment
Academic Level		Freshma
Enrollment Status		Full time
Ineligible Reason		
Requested Amount	$ 1250.00	$ 1250.00
Award Amount	1250.00	1250.00

Payment
Cancel
Ineligible
Delete

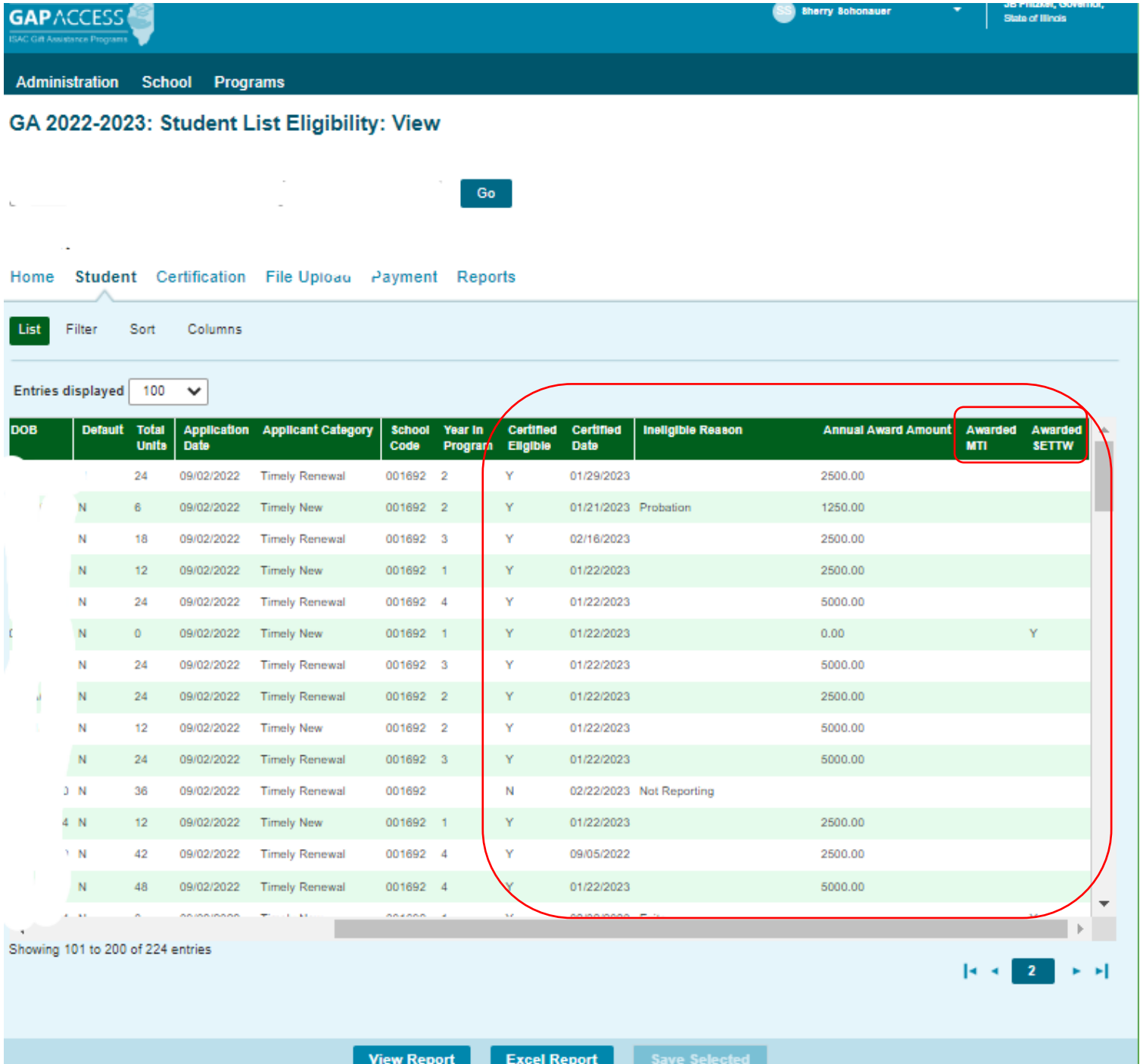
Activity Date	09/19/2022	01/26/2023
Status	P	P
Result code	*	*
Expanded Result		

Invoice #	G232620006	G234260094
School Code	001692	001692
Result code	*	*
Expanded Result		
Amount Paid	1250.00	1250.00
Adjusted Amount	1250.00	1250.00
Result Date	09/19/2022	01/26/2023



From the eligibility view screen you can see all of the students who have applied.

If you see a yellow lightbulb this indicates a eligibility issue, if you see a blue light bulb that means the student is at their maximum units for eligibility


GAPACCESS
ISAC Gift Assistance Programs
Sherry Bohonauer
Administration
School
Programs
GA 2022-2023: Student List Eligibility: View
Go
Home
Student
Certification
File Upload
Payment
Reports
List
Filter
Sort
Columns
Entries displayed 100
DOB
Default
Total Units
Application Date
Applicant Category
School Code
Year in Program
Certified Eligible
Certified Date
Ineligible Reason
Annual Award Amount
Awarded MTI
Awarded SETTW
24 09/02/2022 Timely Renewal 001692 2 Y 01/29/2023 2500.00
N 6 09/02/2022 Timely New 001692 2 Y 01/21/2023 Probation 1250.00
N 18 09/02/2022 Timely Renewal 001692 3 Y 02/16/2023 2500.00
N 12 09/02/2022 Timely New 001692 1 Y 01/22/2023 2500.00
N 24 09/02/2022 Timely Renewal 001692 4 Y 01/22/2023 5000.00
N 0 09/02/2022 Timely New 001692 1 Y 01/22/2023 0.00 Y
N 24 09/02/2022 Timely Renewal 001692 3 Y 01/22/2023 5000.00
N 24 09/02/2022 Timely Renewal 001692 2 Y 01/22/2023 2500.00
N 12 09/02/2022 Timely New 001692 2 Y 01/22/2023 5000.00
N 24 09/02/2022 Timely Renewal 001692 3 Y 01/22/2023 5000.00
N 36 09/02/2022 Timely Renewal 001692 N 02/22/2023 Not Reporting
N 12 09/02/2022 Timely New 001692 1 Y 01/22/2023 2500.00
N 42 09/02/2022 Timely Renewal 001692 4 Y 09/05/2022 2500.00
N 48 09/02/2022 Timely Renewal 001692 4 Y 01/22/2023 5000.00
Showing 101 to 200 of 224 entries
2
View Report
Excel Report
Save Selected

GAP ACCESS

ISAC Gift Assistance Programs

School Budget Data

School Budget Data

- Pursuant to ISAC Rules [Section 2700.30 (e)], postsecondary institutions participating in gift assistance programs with ISAC shall annually report tuition and fee charges to ISAC on or before June 1 preceding each academic year.
- The budget information for all approved programs and all approved school codes must be certified by the financial aid director.
  - The Certify button appears only for a user who has Budget Confirm privileges.
- The budget will be open April 1

School Budget Data

- An **additional tab** will be added to the budget screen, you will still have your main tuition and fees tab but an additional tab called **On-Campus only Mandatory Fees** will be added.
- This tab is for main tuition fees that are the most common to **all on campus students**
  - In this tab a school will record the mandatory fees typically charged to students in a traditional 16-hour on campus, non distance education enrollment
  - This 5th tab for example, would not include a fee that is charged for all online programs, as this is not a fee that is charged to all on-campus students
- March monthly webinar will have more information on the school budget completion process and how it will be completed in the GAP Access portal along with additional budget completion webinars in April

School Demographics | Add School | **School Budget**

Dates

Year: 2023-2024 Go

Regular School Year Start Date - End Date

Upload Refund Policy

+ Upload File

Document History

Document Type	Document Received Date	Status
No records found.		

MAP | IVG | ING | MTI | 2023-2024

MAP CODE: 010 Go

1 Academic Year Term Dates | 2 Mandatory Fees | 3 Tuition Charges | 4 Room & Board

Tuition and fee information is for the regular school year, which, for MAP, does not include summer term:

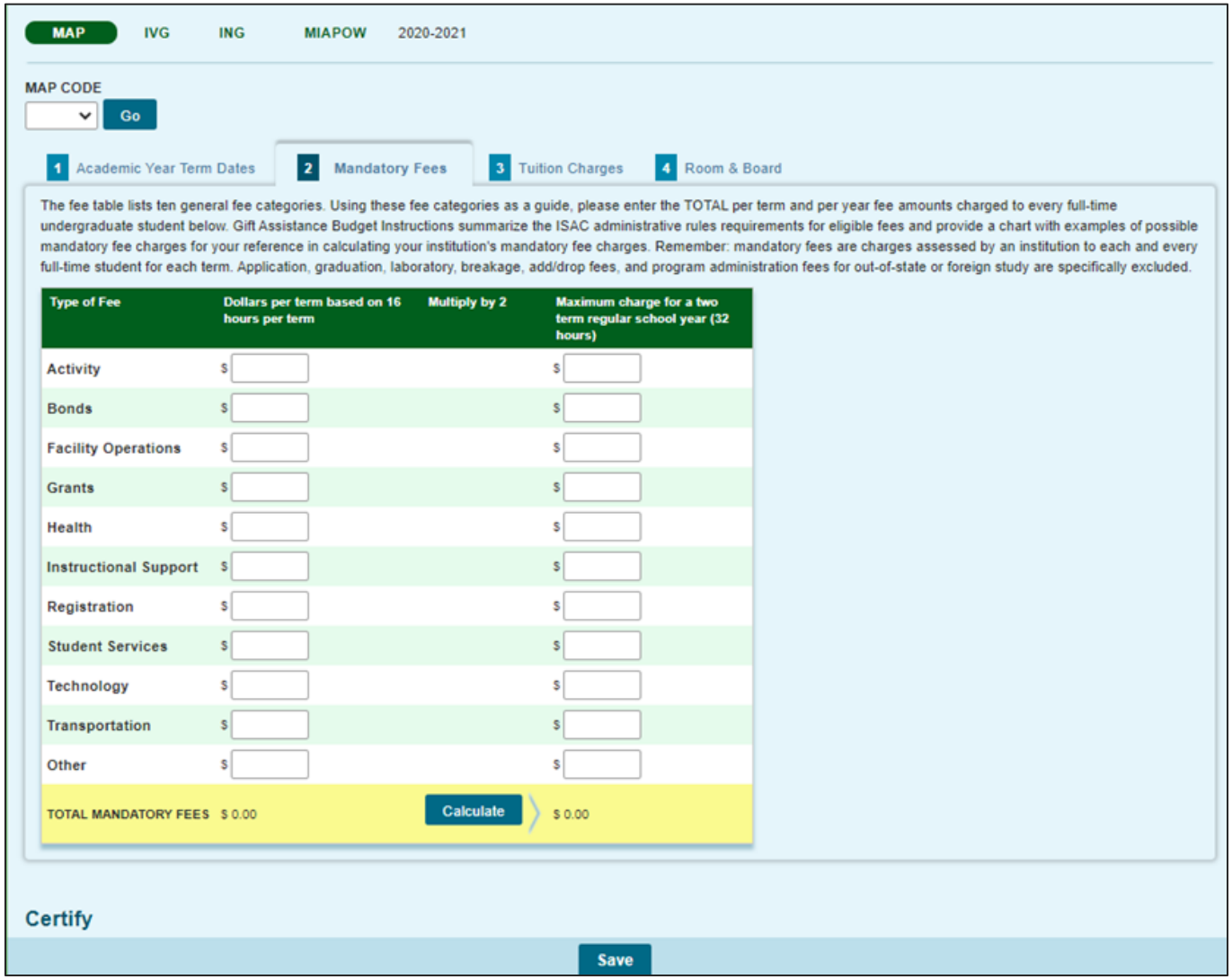
Regular School Year Term Dates	Start Date	End Date
Fall Term		
Spring Term		

General Institutional Information

If you would like to change the format for which awards are paid at your institution as either a cents or no cents format, please contact ISAC School Services Department to discuss next steps on how to make the change. This must be done prior to the start of the payment claim process for the upcoming award year.

1. ☐ **Please check this box to confirm that this institution has a valid Program Participation Agreement (PPA) with the U.S. Department of Education (ED).**
2. **This ED PPA expires:**

View History | Save


MAP
IVG
ING
MIAPOW
2020-2021
MAP CODE
Go
1 Academic Year Term Dates
2 Mandatory Fees
3 Tuition Charges
4 Room & Board
The fee table lists ten general fee categories. Using these fee categories as a guide, please enter the TOTAL per term and per year fee amounts charged to every full-time undergraduate student below. Gift Assistance Budget Instructions summarize the ISAC administrative rules requirements for eligible fees and provide a chart with examples of possible mandatory fee charges for your reference in calculating your institution's mandatory fee charges. Remember: mandatory fees are charges assessed by an institution to each and every full-time student for each term. Application, graduation, laboratory, breakage, add/drop fees, and program administration fees for out-of-state or foreign study are specifically excluded.
Type of Fee
Dollars per term based on 16 hours per term
Multiply by 2
Maximum charge for a two term regular school year (32 hours)
Activity
Bonds
Facility Operations
Grants
Health
Instructional Support
Registration
Student Services
Technology
Transportation
Other
TOTAL MANDATORY FEES $ 0.00
Calculate
$ 0.00
Certify
Save

5 On Campus Only Mandatory Fees

1 Academic Year Term Dates | **2 Mandatory Fees** | 3 Tuition Charges | 4 Room & Board

The fee table lists 10 general fee categories. Using these fee categories as a guide, enter the TOTAL per term and per year fee charges assessed by your institution that are required to deliver educational services to students for each term, regardless if a student is attending either on-campus or through distance education. Report the mandatory fee amounts for each type of fee based on 16 semester hours or 12 quarter hours per term. For examples of possible mandatory fee charges, see the Budget Reporting User Guide. Application, graduation, laboratory, breakage, and add/drop fees, as well as program administrative fees for out-of-state or foreign study, are specifically excluded. For purposes of ISAC's rules, tuition is not a mandatory fee.

If a school has a one-time annual fee, it should be included in the appropriate field in the Maximum column after the calculation has been applied, then click on the Calculate button again.
- For example, if an institution applies a technology fee of $1,000 per year, add $1,000 to the technology field in the maximum column after the term fees have been calculated.

If a fee in the term amount in the left column needs to be zeroed out, the user must also zero out (manually delete) the Maximum amount in the right column.

If a term amount in the left column was zero or the amount previously reported needs to be adjusted, click on the Calculate button to correct the Maximum amount in the right column.

Type of Fee	Dollars per term based on 16 hours per term	Multiply by 2	Maximum charge for a two term regular school year (32 hours)
Activity	$		$
Bonds	$		$
Facility Operations	$		$
Grants	$		$
Health	$		$
Instructional Support	$		$
Registration	$		$
Student Services	$		$
Technology	$		$
Transportation	$		$
Other	$		$
TOTAL MANDATORY FEES	$ 0.00	Calculate	$ 0.00

View History | Save

School: Budget

Budget Search | Gift Assistance Budget Instructions

School Demographics | Add School | **School Budget**

Dates

Year: 2023-2024 Go

Regular School Year Start Date - End Date

Upload Refund Policy

MAP | IVG | ING | MTI | 2023-2024

MAP CODE: 010 Go

1 Academic Year Term Dates | 2 Mandatory Fees | 3 **Tuition Charges** | 4 Room & Board

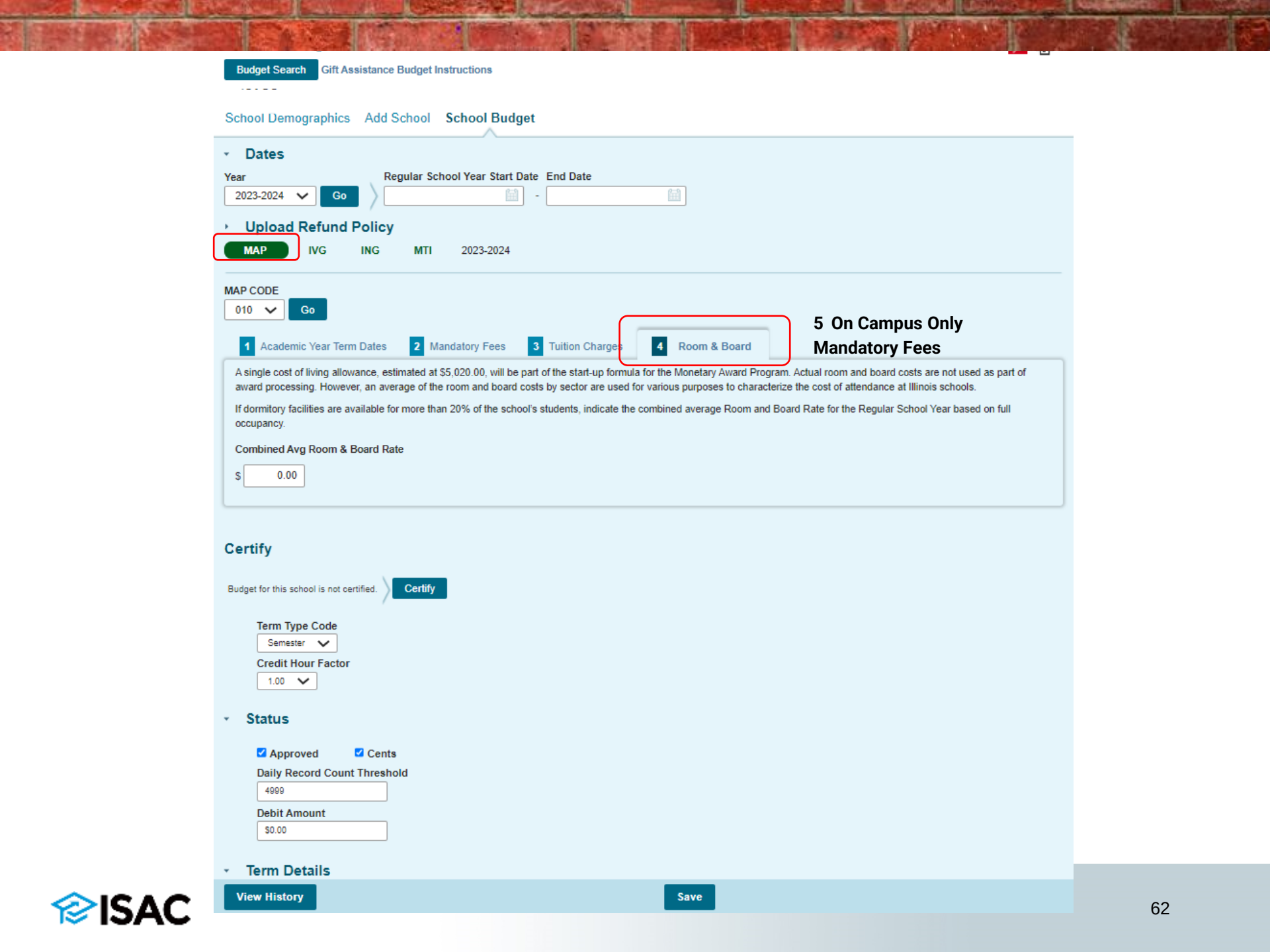
5 On Campus Only Mandatory Fees

For the school's main MAP code, enter the in-district, in-state main tuition rate for full-time, freshmen undergraduate students for the Regular School Year, based on 16 credit hours per term. The main rate is the one typically faced by the majority of students.

Differential tuition rates that are not faced by the majority of students (and are typically higher) may be reported under "differential" MAP codes. A school may have one or multiple differential codes under which a rate other than the main tuition rate may be reported and on which MAP could be claimed for payment purposes.

Mandatory fees reported for the MAP code in Step 2 will be transferred to the tuition screen.

Tuition and fees based on 16 hours per term	Per Term based on 16 hours per term	Multiply by 2 unless the fee is a flat fee or a one term only charge	Maximum charge for a two term regular school year (32 hours)
Tuition (In-district, in-state only)	$		$
Mandatory fees Transferred from Step 2	$ 0.00		$ 0.00
TOTAL TUITION AND MANDATORY FEES	$ 0.00	Calculate	$ 0.00



5 On Campus Only Mandatory Fees

GAP ACCESS

ISAC Gift Assistance Programs

MAP Advising Data

MAP Advising Data Collection

Each spring, ISAC collects MAP Advising data from MAP-approved colleges

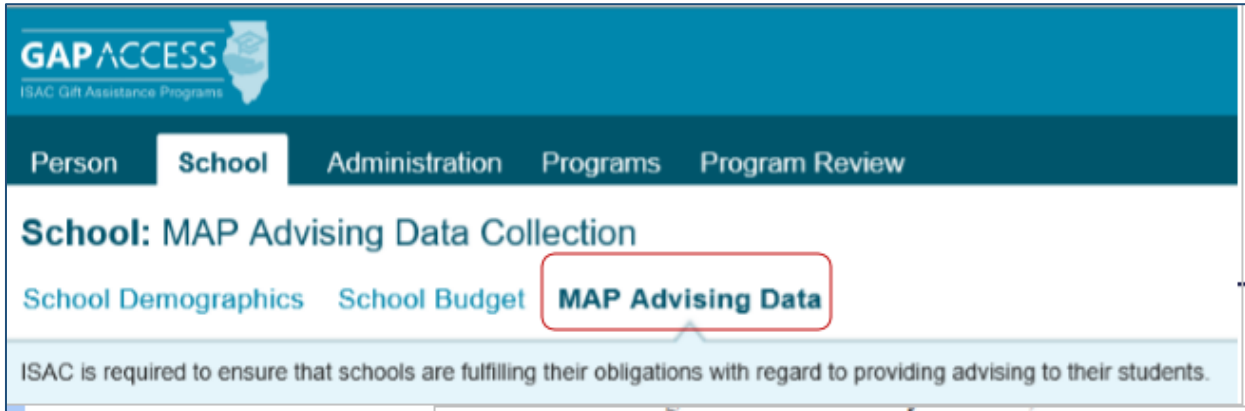
Schools are required to provide the following information about their MAP recipients:

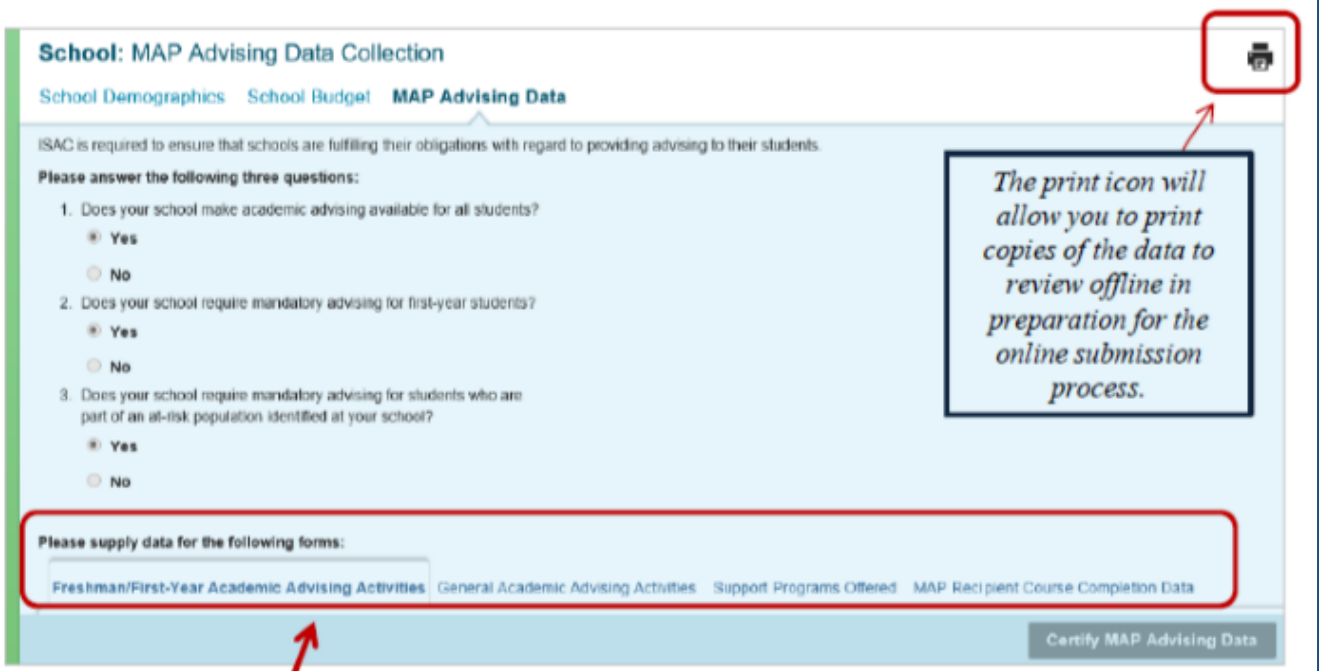
- Available advising and support programs

- Retention, completion and graduation rate data

To help simplify the collection process, ISAC obtains some data from other sources, including the National Student Clearinghouse and the Illinois Community College Board (ICCB), which reduces the number of data elements that institutions must provide.

A User Guide is available to help complete the process





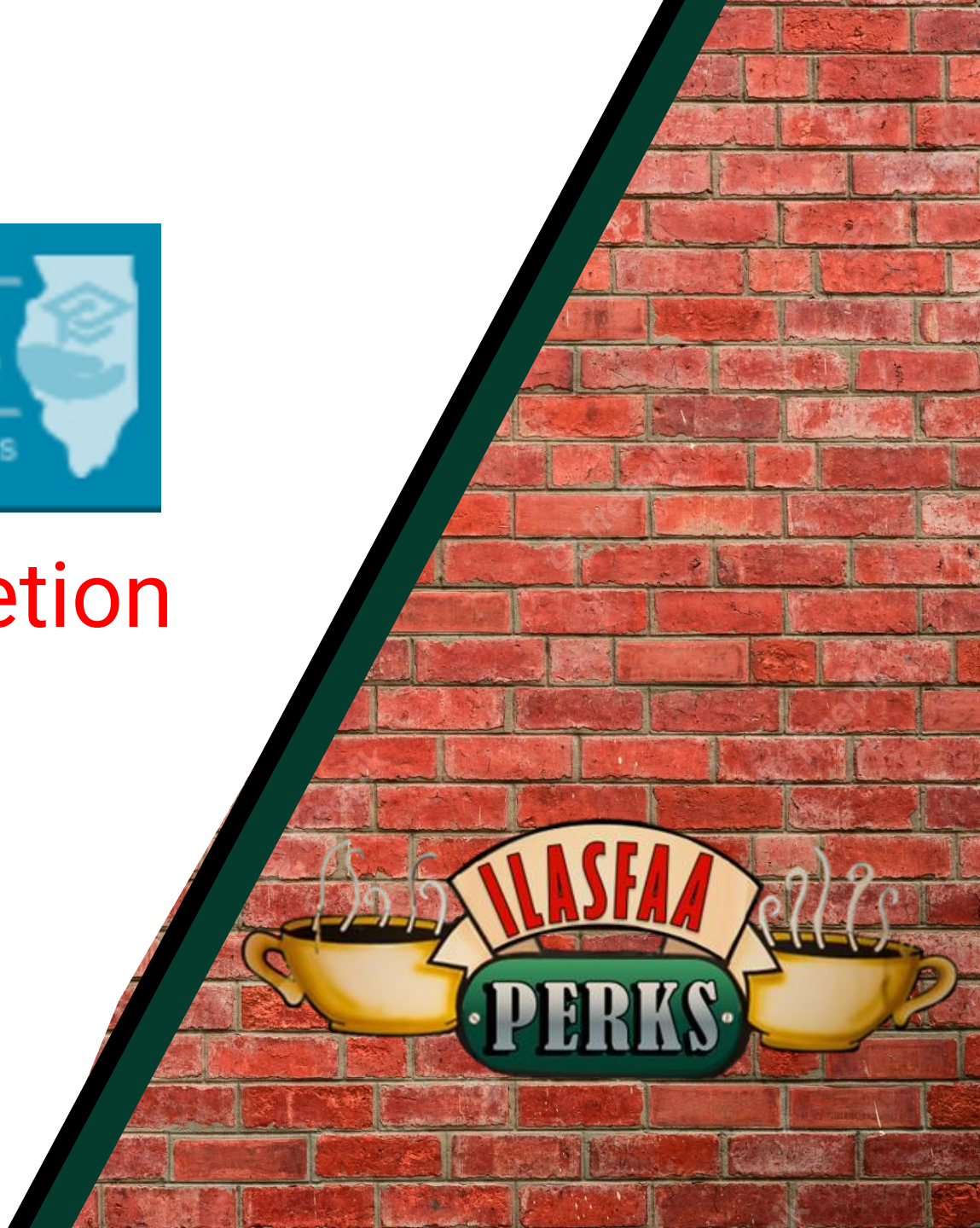
The data collection screens are organized into four sections and identified by the tabs that follow the introductory questions:

- **Freshman/First-Year Academic Advising Activities**
- **General Academic Advising Activities**
- **Support Programs Offered**
- **MAP Recipient Course Completion Data**

GAP ACCESS

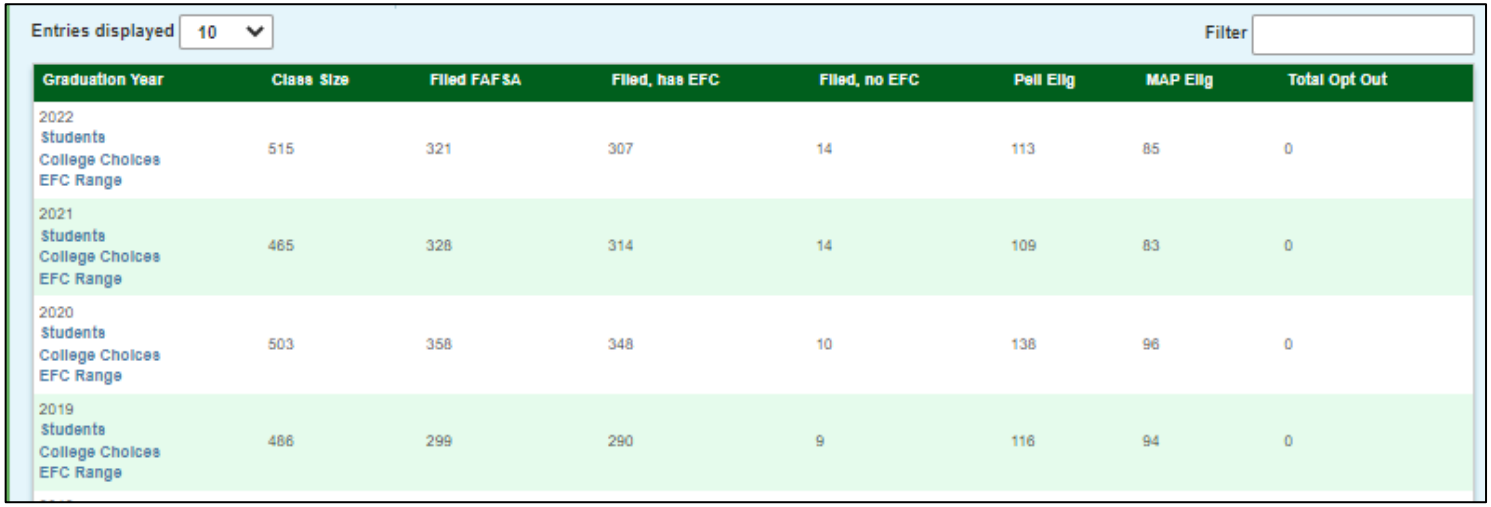
ISAC Gift Assistance Programs

FAFSA Completion Initiative



ISAC FAFSA Completion Initiative

- To assist high school counselors with identifying students who have not yet completed a FAFSA or an Alternative Application, ISAC administers a FAFSA Completion Initiative in GAP Access
- High schools upload their class lists into GAP Access and, on a weekly basis, ISAC provides FAFSA/Alternative Application completion information back to the schools
- Completion data is based on a weekly match with the U.S. Department of Education for FAFSA records and with ISAC for Alternative Applications records
- Counselors do not see application data that is specific to each student
- When high school counselors log in to GAP Access and select the FAFSA initiative option they will see aggregate data for their entire student body, including how many students have filed their FAFSA, received a EFC, Pell eligibility and MAP eligibility
- There are no indicators regarding verification flags
- School counselors will not have access to student college choices
- EFC data is provided in ranges and not student specific



Entries displayed 10 Filter

Graduation Year	Class Size	Filed FAFSA	Filed, has EFC	Filed, no EFC	Pell Elig	MAP Elig	Total Opt Out
2022 Students College Choices EFC Range	515	321	307	14	113	85	0
2021 Students College Choices EFC Range	465	328	314	14	109	83	0
2020 Students College Choices EFC Range	503	358	348	10	138	96	0
2019 Students College Choices EFC Range	486	299	290	9	116	94	0

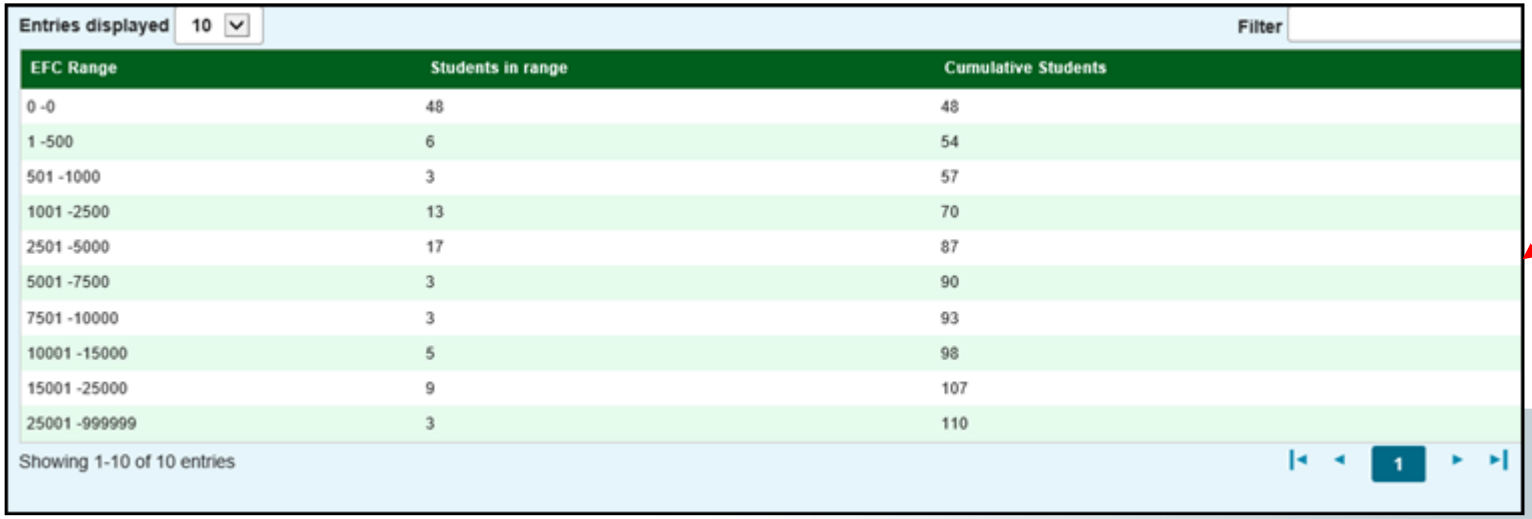
This is what a counselor sees at initial log in

Opt Out Waiver	Last Name	First Name	MI	DOB	FAFSA Status	Initial FAFSA Received Date	MAP Elig @1st Choice College
☐					No FAFSA Filed		
☐					No FAFSA Filed		
☐					No FAFSA Filed		
☐					Filed, has EFC	10/24/2021	

Entries displayed 10 1-10 of 515 records 1 2 3 4 5 6 7 8 9 10

Excel Report Back

Counselors can search a specific student to see if their FAFSA has been filed



Entries displayed 10 Filter

EFC Range	Students in range	Cumulative Students
0 -0	48	48
1 -500	6	54
501 -1000	3	57
1001 -2500	13	70
2501 -5000	17	87
5001 -7500	3	90
7501 -10000	3	93
10001 -15000	5	98
15001 -25000	9	107
25001 -999999	3	110

Showing 1-10 of 10 entries 1

Counselors can see a range of EFC's complied for their students

GAP ACCESS

ISAC Gift Assistance Programs

File Transfer Protocol (FTP) Processing

File Transfer Protocol (FTP) Processing

- Colleges can submit payment requests by using the FTP process, which is a standard for sending files over the Internet

- Colleges create the 160-byte flat file and send this file to ISAC through the means of FTP
  - ISAC creates a directory on its FTP server for each school desiring to submit payments through FTP

- The 160-byte flat file is simply a text file, created with Notebook or Microsoft Word that has 160 columns across each row.

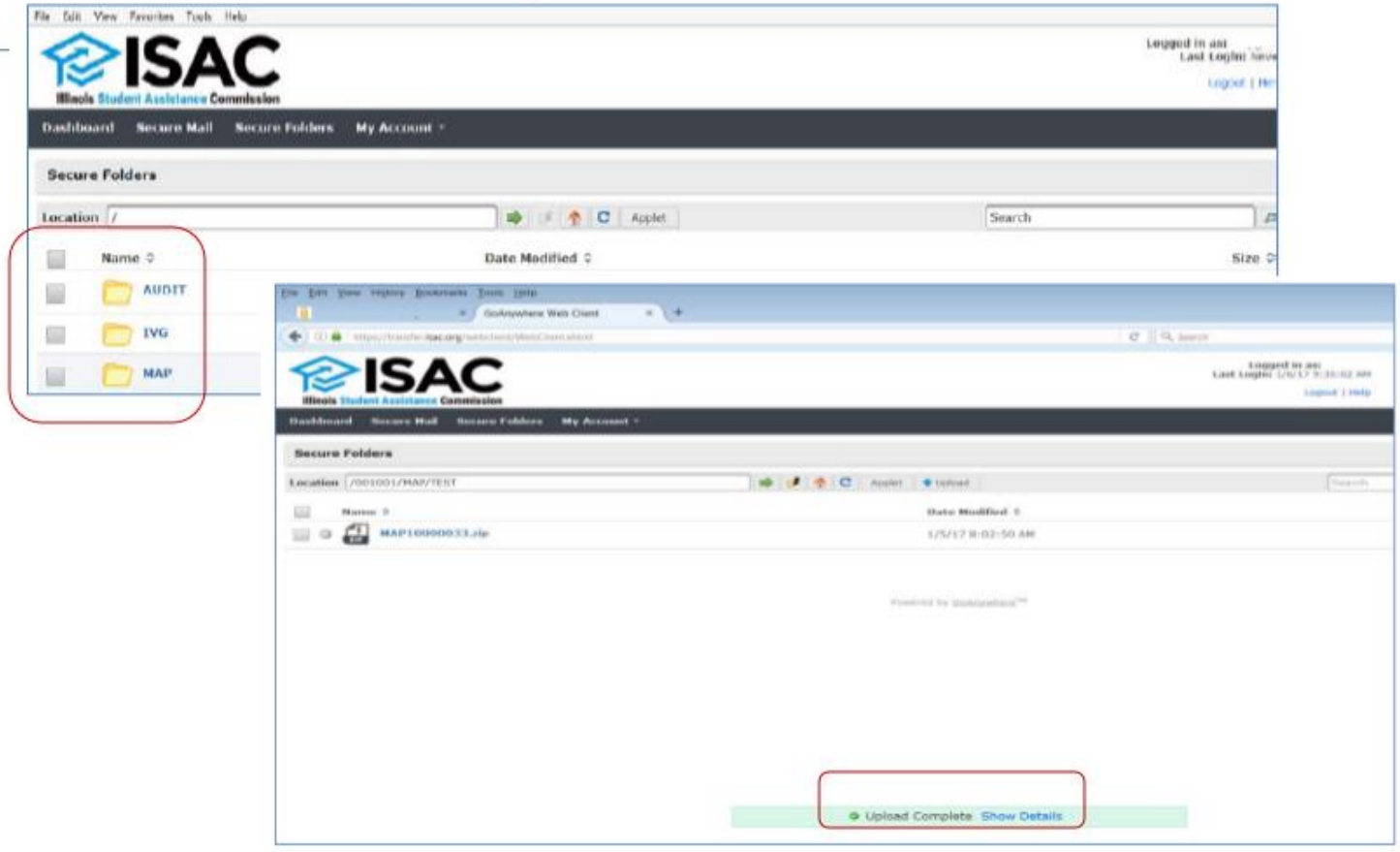
- Each row accounts for an individual student record
  - Every column or set of columns has a specific meaning and must be populated based on the purpose of submitting the file

FTP Processing

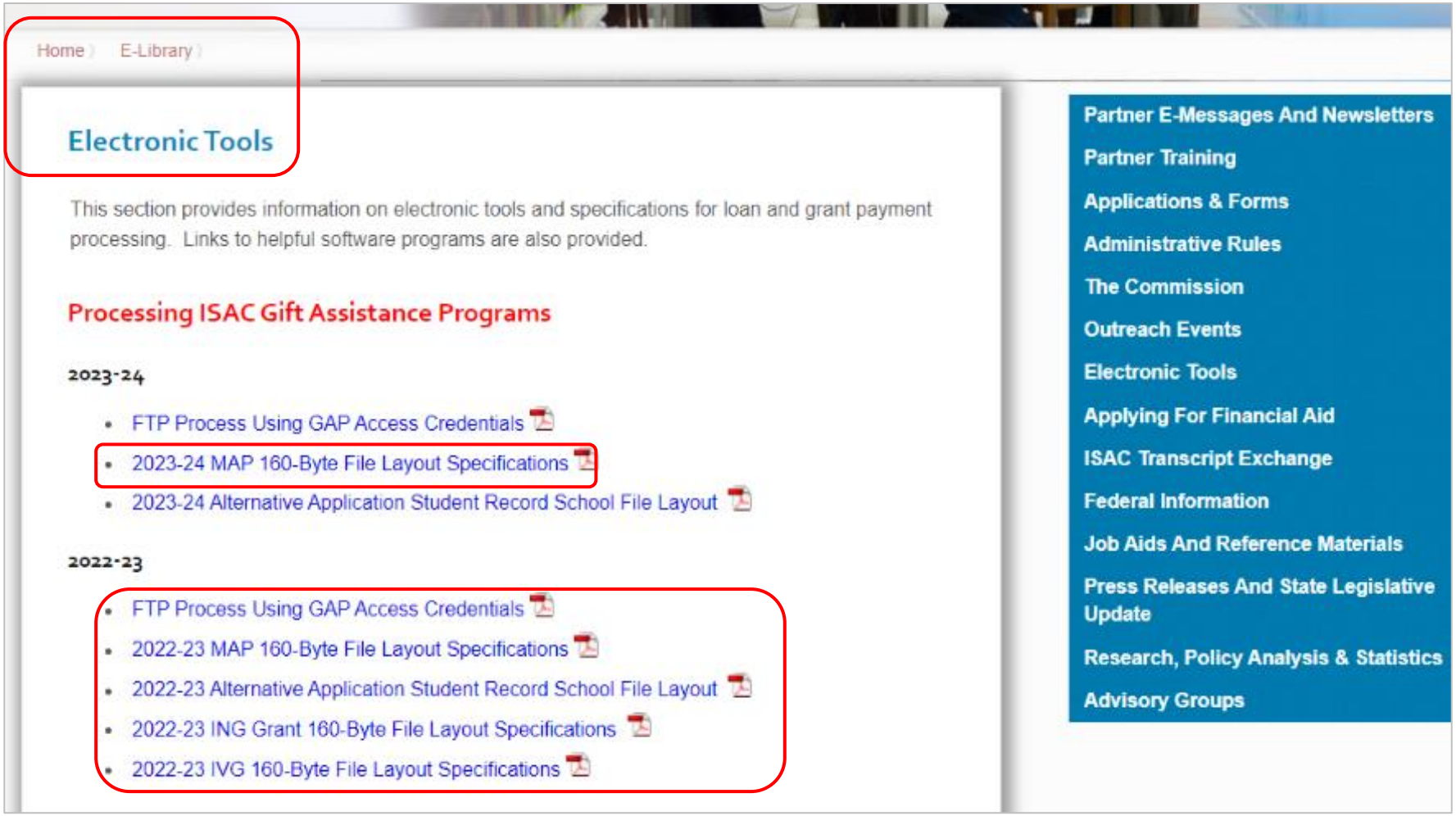
Schools that utilize ISAC's File Transfer Protocol (FTP) processes for the MAP, ING or IVG Programs through ISAC's File Transfer System (transfer.isac.org), must have GAP Access IDs and passwords to login to the secure file transfer system.

A GAP Access administrator must grant access privileges for any school users that will be using the secure transfer system.

https://transfer.isac.org/



FTP File Layout Specifications



2023-24 MAP 160 Byte File Layout Specifications

OVERVIEW:

A) ISAC will provide an Eligibility Status File (ESF) record for each student to all schools listed as a college choice on the student's Student Aid Report (SAR). The ESF records will be available daily as Record Type = 7. ESF records may be retrieved via the File Extraction option in MAP.

B) Schools will transmit Payment Requests to ISAC via File Transfer Protocol (FTP) using the MAP 160 byte layout and identify these with Record Type = 4.

C) When payment requests are processed, ISAC will provide payment results to schools through the MAP system. The payment results records can be retrieved in the 160 byte format using the MAP Payment Results File Extraction Option. MAP results records have a Record Type = 5. The MAP Payment Results file contains some eligibility status data elements. Also, the same student record may appear on both the Payment Results and the Eligibility Status extract files. Schools may also use the Reports option in MAP to obtain payment results.

D) To cancel Payment Requests, the school with the current Payment Results record on ISAC's Payment Database must transmit a matching record with MAP Payment Request Code = C, with the Requested Award Amount field equal to zero and the Enrollment Hours field equal to 0 along with other required data elements. These records must be transmitted to ISAC as Record Type = 4.

E) Summary of Data Element Changes, revision (highlighted in grey) made to the 2023-24 layout.

The ISAC Default field no longer applies and has been changed to filler.

2023-24 MAP 160 Byte File Layout Specifications

F) The following 160 byte record layout will be used for transmitting data between schools and ISAC.

Position		Field #	Data Element	Type	School to ISAC	ISAC to School	
				(Length)	Payment or Cancellation Request	Elig File	Payment Results
Start	End				MAP Only	MAP	MAP
160 Byte Format							
1	3	1	Applicable MAP School Code	9(03)	X	X	X
4	4	2	Record Type	X(01)	4	7	5 / 6
5	13	3	Current SSN	9(09)	X	X	X
14	14	4	Term Enrolled	9(01)	=1, 2, or 3		=1, 2, 3
15	16	5	College Year	9(02)	24	24	24
17	17	6	Payment Request Code (valid values = P or C)	X(01)	X		X
18	23	7	Title IV School Code	X(06)	X	X	X
24	39	8	Student Last Name	X(16)	opt	X	X
40	42	9	Filler	X(03)			
43	43	10	User Defined	X(01)			
44	50	11	Requested Award Amount for Term	9(05)V99	X		X
51	51	12	ING Certified	X(01)			
52	53	13	Transaction Number	9(02)	X		X
54	54	14	Continuing Student	X(01)		X	X
55	55	15	Paid Previous Year	X(01)		X*	X
56	56	16	Filler	X(01)			
57	57	17	Payment Result Code	X(01)			X
58	64	18	Payment Results Amount Paid for Term	9(05)V99			X
65	71	19	Adjusted Amt from Previous Payment Results	S9(05)V99			X
72	73	20	Filler	X(02)			
74	81	21	Payment Results Process Date (As-of-Date)	X(08)		X	X
82	90	22	Original SSN	9(09)	X	X	X
91	92	23	Name ID	X(02)	X	X	X
93	93	24	Short-Term Certificate Program	X(01)	Opt*		X
94	94	25	MAP Suspense Flag	X(01)		X	X
95	95	26	Shutdown Flag	X(01)		X	X
96	96	27	Disqualify Flag	X(01)		X	X
97	99	28	MAP Code Paid Term 1	X(03)		X	X
100	102	29	MAP Code Paid Term 2	X(03)		X	X
103	105	30	MAP Code Paid Term 3	X(03)		X	X
106	106	31	Update Type	X(01)		X	X
107	108	32	Expanded Reject Reason Code	X(02)			X
109	110	33	Filler	X(02)			
111	120	34	Invoice Number	X(10)			X
121	123	35	MAP Paid Credit Hours	9(03)		X	X
124	128	36	Filler	X(05)			
129	132	37	Enrollment Hours	9(02)V99	X		X
133	149	38	Filler	X(17)			
150	155	39	Original Yearly Eligible Amount	9(04)V99		X	
156	156	40	Filler	X(01)		X	
157	158	41	Original Yearly Eligible Amount Transaction #	9(02)		X	
159	160	42	Filler	X(02)			

X* Fields that can change for Current Year ESF, but initiated by activity in Prior Year MAP payment.

Opt* Field must be provided when applicable.

2023-24 MAP 160 Byte File Layout Specifications

G) Definition of Data Elements:

Field types are alpha/numeric (X) for these data elements, unless otherwise indicated. Alpha/numeric fields (X) greater than one character (byte) are left justified and padded with spaces. Numeric fields (9) greater than one digit (byte) are right justified and padded with zeros. Date fields are in century-year-month-day (CCYYMMDD) format. **DO NOT use null or low-value characters.**

Field Number — ***Field Name and Description***

1 **MAP School Code** - 3 numeric characters; must be a valid MAP school code.

Schools that have valid MAP Codes other than the Base Code need to make sure that the correct applicable code is provided here for Record Type 4. The same file can have records with the different MAP codes as long as they are valid codes for the school. If a code entered here for a record is different than what is currently in GAP for that term it will update the MAP Code on the GAP record during Payment processing.

NOTE: Please be aware that there will be separate reports / invoices for each applicable valid MAP Code.

2 **Record Type** - 1 alpha/numeric character; contains a value as described below:

4 = Payment Request Records from the school.
5 = MAP Payment Results to the school.
6 = MAP Cumulative Payment Results to the school.
7 = Eligibility Status records to school.

3 **Current SSN** - 9 numeric characters; student's SSN or Unique ID.

4 **Term Enrolled** - 1 numeric character; contains a value described below:

1 = 1st Semester/Quarter
2 = 2nd Semester/Quarter
3 = 3rd Quarter

5 **College Year** - 2 numeric characters; 24 (for the 2023-2024 academic year)

6 **MAP Payment Request Code** - 1 alpha/numeric character; contains a value described below:

P = Payment request
C = Payment request cancellation

7 **Title IV School Code** - 6 alpha/numeric characters.

8 **Student Last Name** - 16 alpha/numeric characters; contains student's last name. This is an optional field.

9 **Filler** - 3 alpha/numeric character; reserved for ISAC use.

ISAC

Rejected Benefit Requests

2021-22 Monetary Award Program (MAP) FTP File Failed

Reply | Reply All | Forward | ...

ISAC.SchoolServices <ISAC.SchoolServices@illinois.gov>
To

Follow up. Start by Monday, February 28, 2022. Due by Monday, February 28, 2022.
You forwarded this message on 2/28/2022 10:55 AM.
This message was sent with High importance.

ISAC
Illinois Student Assistance Commission

The **2021-22 Monetary Award Program (MAP)** file that was recently submitted via File Transfer Protocol (FTP) has failed due to the following reason. Please resubmit your corrected file as soon as possible.

Student Chavez contains more than 160 characters

MAP Code	FTP Date	File Error
	02/18/2022	FORMAT

The 2021-22 MAP 160-Byte File Layout Specifications are available on the Electronic Tools page in the e-Library.

If you have any questions regarding this e-mail, please contact ISAC's School Services Department by calling toll free at 866.247.2172 or sending an e-mail message to isac.schoolservices@illinois.gov.

Sincerely,

School Services
Illinois Student Assistance Commission (ISAC)

GAP ACCESS

ISAC Gift Assistance Programs

Program Review Data

Program Review Data

The program review involves the exchange of confidential information, and ISAC administrative rules require all educational institutions to be responsible for implementing appropriate security procedures to protect the integrity of the data accessed, stored, transmitted or received.

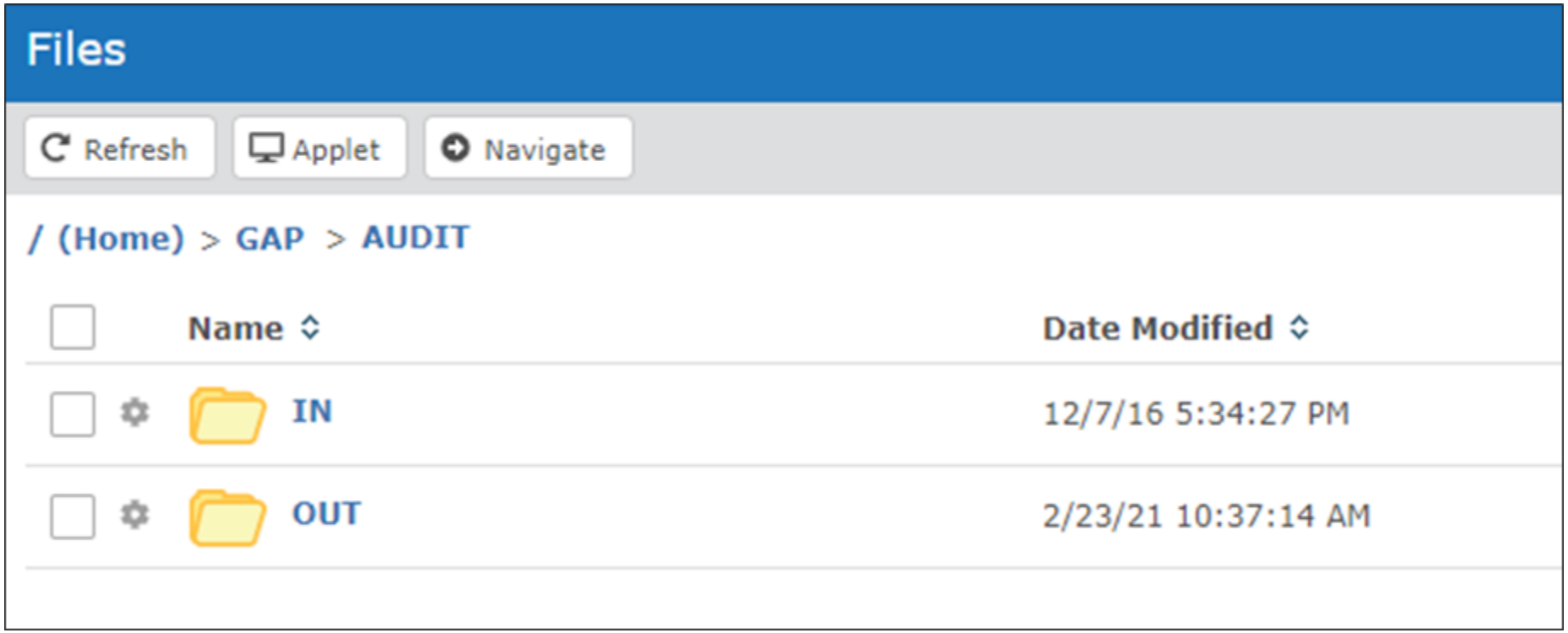
The program review materials can be provided via the following:

- ISAC's GAP Access FTP (available to all institutions)

- Scanned documents via e-mail (limited number of documents due to ISAC e-mail file size limitation)

All users will need to have GAP Access IDs and passwords to login to the secure file transfer system. In addition, a GAP Access administrator must grant access privileges for anyone that will be using the secure transfer system.

Audit Folder



ISAC General Contact Information

School Services

866-247-2172

isac.schoolservices@illinois.gov

ISAC Call Center – Student Services

800-899-4722

isac.studentservices@illinois.gov

Partner & Training Services

Kim Eck, 217-785-7139
Kimberly.Eck@illinois.gov

Sherry Schonauer, 217-785-1937
Sherry.Schonauer@illinois.gov

Stephanie Claudio, 217-782-8742
Stephanie.Claudio@illinois.gov

Questions/Comments

Thank you for attending today!